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This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, General Vocational and Technical Education, and Other Resources. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 008 995). Others are available from the source identified in the abstract. (CD)

ED0 307769

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

SPRING 1969

ERIC CLEARINGHOUSE
THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO

VT008994

The Center for Vocational and Technical Education has been established as an independent unit on The Ohio State University campus with a grant from the Division of Comprehensive and Vocational Education Research, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach, and interinstitutional in its program.

The major objectives of The Center follow:

1. To provide continuing reappraisal of the role and function of vocational and technical education in our democratic society;
2. To stimulate and strengthen state, regional, and national programs of applied research and development directed toward the solution of pressing problems in vocational and technical education;
3. To encourage the development of research to improve vocational and technical education in institutions of higher education and other appropriate settings;
4. To conduct research studies directed toward the development of new knowledge and new applications of existing knowledge in vocational and technical education;
5. To upgrade vocational education leadership (state supervisors, teacher educators, research specialists, and others) through an advanced study and inservice education program;
6. TO PROVIDE A NATIONAL INFORMATION RETRIEVAL, STORAGE, AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION LINKED WITH THE EDUCATIONAL RESOURCES INFORMATION CENTER LOCATED IN THE U.S. OFFICE OF EDUCATION.

Abstracts of
Instructional Materials
in
Vocational and Technical Education (AIM),

SPRING 1969.

The Center gratefully acknowledges a contribution from The Sears-Roebuck Foundation to publish this quarterly abstract series.

Preparation of the material in this publication was performed by the ERIC Clearinghouse on Vocational and Technical Education pursuant to a grant from the U. S. Office of Education, Department of Health, Education & Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ERIC Clearinghouse
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Abstracts of Research and Related Materials in Vocational and Technical Education is a quarterly publication (Fall, Winter, Spring, Summer) published by the ERIC Clearinghouse on Vocational and Technical Education. Subscription is $9.00 per year. Send order to ERIC Clearinghouse, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210. Contents of this publication may be reprinted freely without requesting permission, providing appropriate credit is given to the Clearinghouse.

PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

* A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.

* A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.

* Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.

* A source of bibliographies and a resource for development of bibliographies.

* A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE

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[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in ARM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the two quarterly publications, Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), and Abstracts of Instructional Materials in Vocational and Technical Education (AIM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats--resumes and indexes--to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Additional components of a resume are explained in a diagram on page ix immediately preceding the resume section.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

Personal and Institutional Author Index
Document Number Index
Conversion of Document Number (VT to ED or MP, ED or MP to VT)
Subject and Identifier Index

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Index 1967-68 (ED 022 064) MF - $.50 or HC - $6.45 are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, The National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland 20014. Please write to EDRS for order forms.

ED 013 337	Fall 1967 AIM	MF - $ .75	or	HC - $ 9.35
ED 015 336	Winter 1967 AIM	MF - $1.00	or	HC - $10.50
ED 017 745	Spring 1968 AIM	MF - $ .75	or	HC - $ 9.95
ED 020 441	Summer 1968 AIM	MF - $ .75	or	HC - $ 8.95
ED 023 936	Fall 1968 AIM	MF - $ .75	or	HC - $ 9.30
ED 028 302	Winter 1968 AIM	MF - $ .75	or	HC - $ 8.45

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of ARM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

AIM	ED Number	Microfiche
Fall 1967	ED 013 339	$22.25
Winter 1967	ED 015 349	$40.25
Spring 1968	ED 017 746	$54.00
Summer 1968	ED 020 442	$53.00
Fall 1968	ED 022 971	$38.50
Winter 1968	ED 028 305	$41.00

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

Availability Key for Materials Reported in AIM

Accession Number	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line.
ED appears with reference to an RIE issue (e.g., ED (See Aug '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.
Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract.	

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. Request order forms from:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. Coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

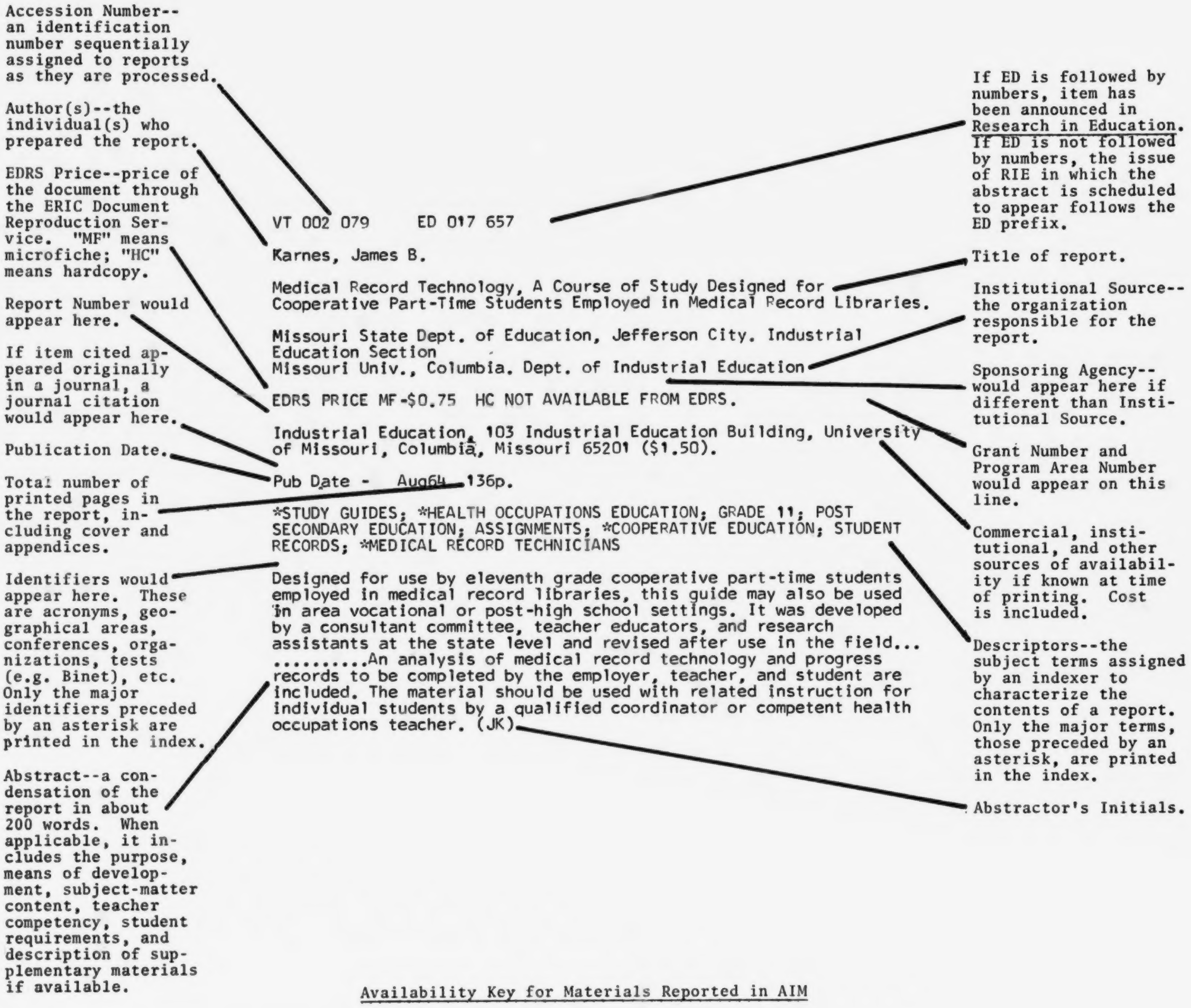
Acquisitions

The adequacy of information in this publication, as well as other services of this clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Center.

Abbreviations

AIM	*Abstracts of Instructional Materials in Vocational and Technical Education*
ARM	*Abstracts of Research and Related Materials in Vocational and Technical Education*
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
RIE	*Research in Education*
VT	Vocational-Technical

SAMPLE RESUME



VT 002 079   ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64 136p.

*STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field... ....An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number would appear here.

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date.

Total number of printed pages in the report, including cover and appendices.

Identifiers would appear here. These are acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

If ED is followed by numbers, item has been announced in *Research in Education.* If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional Source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials.

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears without a number	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.

Items not available through EDRS or in a VT-ERIC set will usually have a source of availability at the end of the abstract.

ERRATA

1. The availability statement for VT 005 238 on page 199 of the 1968 Winter AIM should read as follows:

   Publications Distribution Unit.,
   New York State Education Department,
   Albany, New York 12224 ($ .50)

2. On page 326 of the 1968 Winter AIM the Industrial Materials Laboratory should have appeared as Instructional Materials Laboratory in the source listing from the Distributive Education Department at the University of Texas.

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AGRICULTURAL
EDUCATION
SECTION

VT 000 427
Hemp, Paul E.; Ehresman, Norman D.
Source Unit, Agricultural Cooperatives, a Teacher's Guide for Instructional Planning.

Illinois Univ., Urbana. Div. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug65 68p.

*CURRICULUM GUIDES; *COOPERATIVES; *FARMER COOPERATIVES; *AGRICULTURAL EDUCATION; GRADE 11; GRADE 12; *TEACHING GUIDES; STUDENT EVALUATION; INSTRUCTIONAL MATERIALS

The findings of a research project have been translated into a program to assist teachers prepare workers for and educate the patrons and owners of agricultural cooperatives. Units include: (1) A Study of local Agricultural Businesses, (2) Four Ways of Doing Business, (3) Forming Agricultural Cooperatives, (4) Managing and Using Agricultural Cooperatives, (5) Development and Growth of the Cooperative Movement, (6) Financing Cooperatives, (7) Types of Cooperatives and Their Services, and (8) Cooperatives and the Government. Each outline includes teacher objectives, materials and aids needed, ideas for getting started, establishing objectives, identifying problems and concerns of students and suggested teaching activities. Also included are a selected glossary, test questions and answers, suggestions for organizing student cooperatives with examples of a charter, and additional student references and teaching aids. (EM)

VT 000 525
Towne, Douglas C.
Visualizing Agricultural Credit, A Supplement to "Agricultural Credit," Resource Unit.

State Univ. of New York, Ithaca. Agricultural Education Div. at Cornell Univ.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan65 17p.

*CREDIT (FINANCE); *FARM MANAGEMENT; *VOCATIONAL AGRICULTURE; *TRANSPARENCIES; *AUDIOVISUAL AIDS

The purpose of this supplement is to aid optimum learning by providing visualization of verbal symbols. Six plates from which overhead projection transparencies can be made are included with suggestions on their preparation and use. Plates to be used as transparency masters are given for explaining: (1) The formula for computing annual interest rate, with several designed to be filled in as instruction progresses, (2) The formula for computing change in income, and (3) Types of check endorsements. A summary chart, classification of lending institutions, and growth of set-asides are presented for reproduction as charts. References to "Agricultural Credit" are provided. (JM)

VT 000 676
Beeman, Carl E.
A Reference Unit on Soybeans.

Mississippi State Univ., State College
Mississippi State Board for Vocational Education, Jackson. Vocational Agriculture Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug66 128p.

*RESOURCE MATERIALS; *TEXTBOOKS; *VOCATIONAL AGRICULTURE; *AGRONOMY; *SOYBEANS (FIELD CROP); HIGH SCHOOLS; UNITS OF STUDY (SUBJECT FIELDS); ADULT FARMER EDUCATION

Developed by a committee of teacher educators through a compilation of research and other publications, this high school and adult farmer reference is for students studying a cluster of agricultural occupations in the southeast United States. The content includes: (1) economic value of soybeans, (2) planning production, (3) variety and seed selection, (4) seedbed preparation, (5) innoculating and treating seed, (6) planting and spacing seed, (7) fertilizing, (8) controlling weeds, (9) irrigating, (10) controlling diseases, (11) controlling insects, (12) harvesting and storing, and (13) marketing. The teacher for this unit of study should be a teacher education graduate in agriculture and students should desire improvement of their agricultural knowledge and skills. The document is illustrated with photographs and tables and contains a reference list. (DM)

VT 000 694
Gray, Avery, Ed; Strouse, John, Ed.
Hoosier Vocational Horticulture. Course in Nursery Operations.

Indiana State Dept. of Public Instruction, Indianapolis. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Center, Industrial Education Department, Indiana State University, Terre Haute, Indiana 47809 ($0.75).
Pub Date - Oct67 56p.

*TEACHING GUIDES; *PLANT SCIENCE; *VOCATIONAL AGRICULTURE; *NURSERY WORKERS (HORTICULTURE); *NURSERIES (HORTICULTURE); MANAGEMENT EDUCATION; ORNAMENTAL HORTICULTURE; MARKETING; HARVESTING; PLANTING; BUSINESS SKILLS; PLANT PROPAGATION; SECONDARY GRADES

Developed by a group of high school vocational teachers for use with high school students, this teaching guide is intended to prepare workers for horticulture production, maintenance, and service occupations. This unit contains selected modules which may be extracted and included in the vocational agriculture curriculum or used as a packet in teaching nursery operations. The teaching modules are: (1) Nursery Business Operation, (2) Propagation of Nursery Stock, (3) Harvesting, Packing, and Marketing Nursery Stock, and (4) Planting and Growing Nursery Stock. Each module contains the major teaching objective, suggested time allotment, suggested occupational experiences, lesson titles, lesson objectives, discussion questions, references and special learning activities. Teachers should be competent in vocational agriculture, botany, or horticulture. Supplementary material, such as slides, transparencies and trade magazines are necessary for use with this unit. (DM)

VT 001 268
Venable, Benny Mac; Hill, Durwin
Agricultural Machinery--Equipment. Teachers Copy.

Texas Agricultural and Mechnical Univ., College Station. Teaching Materials Center
Texas Education Agency, Austin
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 295p.

HIGH SCHOOLS; *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS

This teacher's guide was designed for conducting a unit in agricultural machinery and equipment for high school vocational agriculture students. It was developed by vocational agriculture teachers and teacher educators. Units are (1) Soil Tillage Equipment, (2) Planting Equipment, (3) Cultivation and Weed Control Equipment, (4) Sprayers and Dusters, (5) Fertilizer Equipment, (6) Harvesting Equipment, and (7) Special Equipment. Assignment sheets, information sheets, topic tests, and answer sheets are included for each unit. The document is illustrated with photographs and line drawings. Required and supplemental references are listed for each unit. (DM)

VT 001 310   ED 016 043
Guidelines for Vocational Agriculture.

Maryland State Dept. of Education, Baltimore
EDRS PRICE MF-$0.50 HC-$2.48
Pub Date - Sep66 62p.

*VOCATIONAL AGRICULTURE; CURRICULUM; CURRICULUM DEVELOPMENT; *PROGRAM DEVELOPMENT; EDUCATIONAL OBJECTIVES; *GUIDELINES; *CURRICULUM GUIDES; AGRICULTURAL OCCUPATIONS
MARYLAND

Areas of training which are offered in the vocational agriculture departments of Maryland are presented in this document. Agriculture teachers and advisory groups may select areas of training from the topical outline or add new areas as needed in the local instructional program. Philosophy, specific objectives, groups served, agricultural trends and changes, and careers and occupations as bases for course planning are discussed. Brief explanations of the courses, diagrams of possible course formats, and topical course outlines are given for grades nine through 12. Sample course outlines are given for special areas of instruction in agricultural chemicals and ornamental horticulture. An example of lesson planning, suggested summer program activities, and references are included. (WB)

VT 001 312
Woodin, Ralph J., Ed.
Teaching Vocational Horticulture; A Report of a Workshop in Vocational Horticulture (Ohio State University, Columbus, Ohio, June 15-July 1, 1966).

Ohio State Univ., Columbus. Dept. of Agricultural Education
Ohio State Dept. of Education, Columbus. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 112p.

TECHNICAL EDUCATION; *VOCATIONAL AGRICULTURE; *HORTICULTURE; *PROGRAM PLANNING; COMMUNITY SURVEYS; WORK EXPERIENCE; ADMISSION CRITERIA; OCCUPATIONAL GUIDANCE; PHYSICAL FACILITIES; *CURRICULUM; CURRICULUM PLANNING; ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES

In a 2-week workshop, 28 teachers organized into 7 committees to consider the objectives, ways and means, and procedures in developing, coordinating, and operating vocational horticulture programs. The committees studied (1) community survey techniques to determine needs and resources, (2) student selection and guidance, (3) occupational experience, (4) facility administration, (5) land laboratory development and maintenance, (6) curriculum, and (7) adult education in vocational horticulture programs. The report of each committee's activities includes a statement of purpose, a recognition of conditions, recommendations of practices and procedures, with examples, and a bibliography. (JM)

VT 001 637   ED 025 584
Landscape Design. A Student Handbook. Teacher Education Series 9. No. 35.

Pennsylvania Agricultural Experiment Station, University Park.
*Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$5.88   OEC-8-85-014   08
Pub Date - 68 145p.   BR-5-0022

*TEXTBOOKS; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *LANDSCAPING; *ORNAMENTAL HORTICULTURE OCCUPATIONS; OCCUPATIONAL INFORMATION; PLANT SCIENCE; MANAGEMENT; SITE DEVELOPMENT; REFERENCE MATERIALS; EMPLOYMENT OPPORTUNITIES; JOB SKILLS

This student handbook is one of a series of instructional aids prepared and edited by the Department of Agricultural Education at the Pennsylvania State University. Its organization and content was field tested, evaluated, and improved by vocational agriculture teachers attending summer institutes in ornamental horticulture in 1966 and 1967. The content includes sections of: (1) Occupational Opportunities in Landscape Design, (2) Importance of Landscaping, (3) Analysis of Landscape Requirements, (4) Ideas for Solving Landscape Problems, (5) Structures and Plants, and (6) Estimating Landscape Costs. Each problem area lists objectives, key questions, new words, and the subject content. The textual material is supplemented with photographs, sketches, drawings, forms, and a reference list. Appendixes contain a plant material list, landscape symbols, information for identification and classification of plant material, and addresses for agricultural extension publications. Applications relate to the northeastern United States. The teacher's manual in this series is available as VT 007 681. (DM)

VT 001 711   ED 022 842
Hensel, James W.
Agricultural Programs at the Post High School Level; Special Report Prepared for the Pacific Regional Seminar in Agricultural Education. (Olympia, May 15-19, 1967).

Ohio State Univ., Columbus. Center for Vocational and Technical Education
EDRS PRICE MF-$0.50 HC-$3.68
Pub Date - 19May67 90p.

*POST SECONDARY EDUCATION; *AGRICULTURAL EDUCATION; *DIRECTORIES; *TECHNICAL EDUCATION; *PROGRAM DESCRIPTIONS; AGRICULTURAL SUPPLIES; AGRICULTURAL MACHINERY; AGRONOMY; ANIMAL SCIENCE; NATURAL RESOURCES; AGRICULTURAL PRODUCTION; AGRICULTURAL TECHNICIANS

A general overview of post-high school education in agriculture is presented to show the wide variety of programs and their curricular structure for use by school administrators. Representative agricultural programs in community colleges, junior colleges, vocational and technical schools, area schools, and in specialized technical training programs in colleges of agriculture were selected and described from catalogues and brochures sent to The Center for Vocational and Technical Education from 60 schools in 20 states. Programs were classified into areas of agricultural mechanics, agricultural business, plant and soil science, animal science, forestry and conservation, production agriculture, and other agriculture programs. Most institutions described a wide range of opportunities for high school graduates in all phases of agriculturally related occupations. The appendixes contain course descriptions by state and a 1966-67 directory of 1- and 2-year post-high school institutions offering programs of instruction in agriculture. (DM)

VT 001 982
Hoosier Vocational Horticulture. Course in Turf.

Indiana State Dept. of Public Instruction, Indianapolis. Dept. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($0.75).
Pub Date - Oct67 46p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *GROUNDS KEEPERS; *TURF MANAGEMENT; *ORNAMENTAL HORTICULTURE; ORNAMENTAL HORTICULTURE OCCUPATIONS; EMPLOYMENT OPPORTUNITIES; HIGH SCHOOLS; AGRICULTURAL ENGINEERING; HUMAN RELATIONS; SITE DEVELOPMENT

Developed by a group of high school vocational teachers, this guide contains subject matter for preparation of high school students for horticultural production, maintenance, and service occupations. It may be used as an introductory or vocational course by teachers competent in vocational agriculture, botany, or horticulture. Selected modules may be extracted from this course and included in a vocational agriculture curriculum. The modules are: (1) Opportunities in Turf and Lawn Occupations, (2) Preparing the Turf Site, (3) Establishing Turf and Lawns, (4) Maintaining Turf and Lawns, (5) Turf Equipment Operation and Maintenance, and (6) Human Relations in Turf Management. Each module contains its major teaching objective, the suggested time allotment, suggested occupational experiences, lesson titles, lesson objectives, discussion questions, references, and special learning activities. The time allotment is flexible. Supplementary material available from the Vocational Materials Center at the Indiana State University should be used with this course. (DM)

VT 001 984
Safety Units. (For Shop Classes).

Minnesota Univ., St. Paul. Inst. of Agriculture
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 56p.

*STUDY GUIDES; *RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *SCHOOL SHOPS; *SAFETY EDUCATION; INDUSTRIAL ARTS; ACCIDENT PREVENTION; HIGH SCHOOLS; POST SECONDARY EDUCATION; ACHIEVEMENT TESTS

Safety units developed by university staff members and vocational agriculture teachers for high school students were tested by teachers, evaluated by industrial arts personnel, and reviewed by a national safety council member for use in vocational agriculture, industrial arts, or other shop classes at the high school or post-high school level. Each unit contains a class assignment, operating features and parts to be explained or demonstrated, causes of accidents, types of injuries, safety practices to follow, and a safety test. Safety units included are for: (1) drill press operation, (2) arc welding, (3) oxy-acytelene welding, (4) jointers operation, (5) fire extinguisher operation, (6) portable and stationary grinder operation, (7) fuel storage, (8) soldering and sheet metal work, (9) gas forge operation, (10) electrical work, (11) general shop work, (12) hand tools use, and (13) saw use. Each safety unit is assembled in pads of 25 copies with the unit cost varying from $1.50 to $4.00 depending on the length of the unit. (DM)

VT 001 985
Gray, Avery, Ed.; Strouse, John, Ed.
Hoosier Vocational Horticulture. Course in Vocational Horticulture.

Indiana State Dept. of Public Instruction, Indianapolis. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Center, Industrial Education Department, Indiana State University, Terre Haute, Indiana 47809 ($0.75).
Pub Date - Oct67 51p.

*TEACHING GUIDES; *PLANT SCIENCE; *ORNAMENTAL HORTICULTURE OCCUPATIONS; *HORTICULTURE; *VOCATIONAL AGRICULTURE; EMPLOYMENT OPPORTUNITIES; ORNAMENTAL HORTICULTURE; SECONDARY GRADES

Developed by high school vocational teachers, this guide is for introductory or vocational programs intended to prepare students for horticulture production, maintenance, and service occupations. The units were developed so they could be extracted from this course and included in the vocational agriculture curriculum. The teaching modules are: (1) Opportunities in Horticulture, (2) Learning Identification of Plants, (3) Propagating Plants, (4) Understanding the Principles of Plant Growth, (5) Understanding the Control of Plant Environmental Factors, (6) Understanding Plant Processes, (7) Using Growth Stimulating Substances, and (8) Learning to Organize Records and Equipment. Each module contains a major teaching objective, suggested time allotment, suggested occupational experiences, lessons, objectives, discussion questions, references, and special learning activities. The teacher should be competent in vocational agriculture, botany, or horticulture and students should be interested in entering a job cluster in the horticulture field. Additional resource material available from the Vocational Instructional Materials Center at Indiana State University should be used with this course. (DM)

VT 002 144
A Problem in Greenhouse Management. Evaluating Two Alternatives for Expanding Income.

State Univ. of New York, Ithaca. Agricultural Education Div. at Cornell
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun67 31p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATIONS; *GREENHOUSES; *MANAGEMENT; GRADE 11; GRADE 12; ANSWER KEYS; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS)

Developed by graduate students in agricultural education, this teaching guide is for use by qualified ornamental horticulture teachers, with a knowledge of accounting, in teaching 11th and 12th grade students business principles. The content includes: (1) a hypothetical situation, (2) the problem, (3) the specific assumptions necessary for problem completion, (4) budgeting projections to compare alternatives, (5) a teacher's reference, (6) suggested topics for further discussion, and (7) references. A student copy is included. The reference has general geographic adaptability for a 2-hour laboratory exercise. It is desirable that students have a basic knowledge in mathematics and accounting. (DM)

VT 002 167
McMillion, Martin B.; Arneman, Harold F.
Teaching Unit in Soil Formation and Classification.

Minnesota Univ., Minneapolis. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 27p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *SOIL SCIENCE; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS; *AGRONOMY
MINNESOTA

Developed by vocational agriculture teachers and graduate students, this teachers' guide is for use in course and lesson planning for high school vocational agriculture classes in soil science. The content of this 2-week course guide includes: (1) Introduction and Objectives, (2) Soil Formation and Classification, (3) Soil Survey, and (4) Information and Directions Necessary to Make Soil Profiles. This mimeographed document contains illustrations of soil profiles, major glacial lakes and rivers of Minnesota, average annual precipitation for Minnesota, native vegetation of Minnesota, and a soil classification triangle. Illustrations are suitable for reproduction as transparencies. (DM)

VT 002 494
Teaching the Importance of Agriculture with Agricultural Facts.

Clemson Univ., S.C. Agricultural Education Dept.
South Carolina State Dept. of Education, Columbia
South Carolina Vocational Education Research Coodinating Unit, Clemson
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun67 115p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *STATISTICAL DATA; *AGRICULTURAL TRENDS; *ORIENTATION MATERIALS; WORKSHEETS; HIGH SCHOOLS
SOUTH CAROLINA

Developed by a committee of teacher educators, supervisors, and teachers, this document is for use in high school course planning in South Carolina. United States Agricultural Census data was utilized in developing content concerning: (1) public attitude toward agriculture, (2) the importance of agriculture, (3) understanding agriculture, (4) misconceptions about agriculture, (5) the future of agriculture, (6) county data concerning agriculture in South Carolina, and (7) work sheets for development of additional data. Teachers may use this material with high school and adult students for a 6 to 12-week course. (DM)

VT 002 615
Agricultural Facts and Career Opportunities for High School Graduates in South Carolina.

Clemson Univ., Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov66 9p.

*AGRICULTURAL EDUCATION; *AGRICULTURAL COLLEGES; *TEACHER RECRUITMENT; AGRICULTURAL TRENDS; OCCUPATIONAL INFORMATION; *REFERENCE MATERIALS; TRANSPARENCIES; HIGH SCHOOLS; *ORIENTATION MATERIALS
SOUTH CAROLINA, CLEMSON UNIVERSITY

Developed by teacher educators from material previously used in teacher recruitment, this fact sheet is for use in agricultural education recruitment in South Carolina. The content includes answers to the following questions: (1) Does it pay to get an education? (2) Does it pay to go to college? (3) How important is agriculture in South Carolina? (4) Is farming decreasing in importance in South Carolina? (5) What are the projected needs for farm products in 1968 in South Carolina? (6) Are agricultural college graduates still needed in the United States? (7) What major fields are available in the college of agriculture and biological sciences at Clemson University? (8) What does a student study in agricultural education? (9) What are the job opportunities for college graduates in agricultural education? and (10) What is the demand and future outlook for teaching agriculture in the United States? The material was developed for use by qualified teachers with high school students. Much of the material is suitable for development of transparencies. (DM)

VT 002 878
Hoover, Norman K., And Others
Planning for A Career In Agriculture, Teacher's Guide. Teacher Education Research Series, Volume 8, Number 6.

Pennsylvania State Univ. University Park. Dept. of Agricultural Education
Pennsylvania state Dept. of Public Instruction, Harrisburg, Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($.40).
Pub Date - 67 19p.

*TEACHING GUIDES; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *VOCATIONAL AGRICULTURE; AGRICULTURE; *ORIENTATION MATERIALS; CAREER OPPORTUNITIES; GRADE 9; GRADE 10; HIGH SCHOOLS

Developed by teacher educators for use by agriculture instructors in career guidance of ninth or 10th grade students in high school, this guide contains units of: (1) The Importance of Choosing a Career, (2) Personal Qualifications for the World of Work, (3) Occupational Requirements and Sources of Information, (4) The Agricultural World of Work, and (5) Choosing a Career in Agriculture. Each unit contains student learning objectives, necessary teacher preparation, teaching learning activities, and key questions. This reference was tested with teachers of agriculture and guidance counselors in exploratory and general agriculture programs and revised prior to publishing. The student and teacher's guide should be used concurrently. A list of teacher-student references and available films is included. (DM)

VT 002 938
Hoosier Vocational Horticulture. Course in Greenhouse Operations.

Indiana State Dept. of Public Instruction, Indianapolis. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Center, Industrial Education Department, Indiana State University, Terre Haute, Indiana 47809 ($0.75).
Pub Date - Oct67 53p.

*TEACHING GUIDES; *PLANT SCIENCE; *VOCATIONAL AGRICULTURE; *NURSERY WORKERS (HORTICULTURE); *GREENHOUSES; EMPLOYMENT OPPORTUNITIES; ORNAMENTAL HORTICULTURE; PLANT PROPAGATION; BUSINESS SKILLS; CONTROLLED ENVIRONMENT; DISEASE CONTROL; PESTICIDES; SECONDARY GRADES

Developed by high school vocational teachers for use in an introductory or vocational course in horticulture production, maintenance, and service occupations, this teaching guide is primarily intended for high school use. It contains selected modules which may be extracted and included in a vocational agriculture curriculum. The nine modules making up the course are: (1) Exploring Greenhouse Occupational Opportunities, (2) The Greenhouse Facilities, (3) The Greenhouse Growing Media, (4) The Greenhouse Environment, (5) Greenhouse Pests, (6) Greenhouse Diseases, (7) Propagating Plants in the Greenhouse, (8) Producing Desired Quality

Greenhouse Crops, and (9) Keeping Greenhouse Records. Teachers should be competent in vocational agriculture, botany, or horticulture, and students should be interested in entering a job cluster in the horticulture field. Additional supplemental media such as slides and transparencies should be used with this guide. (DM)

VT 003 672
Gray, Avery, Ed.; Strouse, John, Ed.
Hoosier Vocational Horticulture. Course in Landscaping.

Indiana State Dept. of Public Instruction, Indianapolis. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Center, Industrial Education Department, Indiana State University, Terre Haute, Indiana 47809 ($.75).
Pub Date - Oct67 58p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *LANDSCAPING; *ORNAMENTAL HORTICULTURE OCCUPATIONS; *PLANT SCIENCE; EMPLOYMENT OPPORTUNITIES; ORNAMENTAL HORTICULTURE; AGRICULTURAL ENGINEERING; SITE DEVELOPMENT; GROUNDS KEEPERS; SECONDARY GRADES

Developed by high school vocational teachers for use with students interested in careers in horticulture production, maintenance, and service, this teaching guide is suitable for introductory or vocational courses in landscaping. Modules within this unit may be extracted and included in the vocational agriculture curriculum. The modules are: (1) Occupational Opportunities in Landscaping, (2) Developing A Landscape Plan, (3) Selecting Plant Materials, (4) Planting Ornamental Trees, Shrubs and Flowers, (5) Landscaping Equipment, and (6) Care and Management of Landscape Plants. Each module contains the major teaching objective, suggested time allotment, suggested occupational experiences, the lesson titles, the lesson objective, discussion questions, references, and special learning activities. Teachers should be competent in vocational agriculture, botany or horticulture and should use additional resource material available from the Vocational Instructional Materials Center at the Indiana State University. (DM)

VT 004 554
Dawson, C.G.
Nursery Practices.

North Carolina State Board of Education, Raleigh. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May64 24p.

*TEACHING GUIDES; *CURRICULUM GUIDES; ADULT VOCATIONAL EDUCATION; *NURSERIES (HORTICULTURE); *AGRICULTURAL EDUCATION; NURSERY WORKERS (HORTICULTURE)

This document provides information to assist teachers in training workers for initial employment in the nursery industry. It was designed to develop in students the ability to understand the nursery industry and to perform selected nursery practices. A course is outlined for community college students as part of an occupational cluster in agricultural and biological education. It was developed by an agricultural consultant and evaluated by community college instructors. This 144-hour course includes sections on the nursery industry, plant propagation, nursery plant production principles and practices, plant identification, landscaping, sales yard practices, and management. The teacher should be an agricultural college graduate with course work in landscape horticulture. Supplementary materials include a reference list and laboratory exercises with suggested time allotments. (DM)

VT 004 686
Controls for Automation in Agriculture; Student Handbook. Teacher Education Series Vol. 8, No. 2.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
Pennsylvania Farm Electrification Council
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.25).
Pub Date - 67 35p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *FARM MECHANICS (OCCUPATION); *AUTOMATION; AGRICULTURAL PRODUCTION; ORNAMENTAL HORTICULTURE OCCUPATION; GRADE 12; HIGH SCHOOLS; UNITS OF STUDY (SUBJECT FIELDS); ELECTRONIC CONTROLS

This study reference is for high school seniors in agricultural mechanics enrolled in comprehensive high schools or area vocational schools. It was developed by a graduate student in agricultural education and tested as part of a doctoral study. The content contains areas of: (1) Automation, Mechanization, and Agriculture, (2) Heat and Light Sensitive Controls, (3) Pressure Sensitive Controls, (4) Electric Controls, (5) Magnetic Controls, (6) Mechanical Controls, (7) Special Factors for Selection of Automatic Controls, and (8) Maintenance of Automatic Controls. The text contains summary tables, illustrations, and definitions of terms and abbreviations. Agricultural teachers and student may use this material in programs of agricultural production, horticulture, or agricultural mechanics. An assortment of automatic controls should be used for supplemental media. The teaching guide and laboratory manual to this publication are available as VT 004 687 and VT 004 688. (DM)

VT 004 687
Controls for Automation in Agriculture, Teacher's Unit Plan. Teacher Education Series, Vol. 8, No. 2.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
Pennsylvania Farm Electrification Council
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education. 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.25).
Pub Date - 67 77p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *FARM MECHANICS (OCCUPATION); UNITS OF STUDY (SUBJECT FIELDS); *AUTOMATION; AGRICULTURAL PRODUCTION; ORNAMENTAL HORTICULTURE OCCUPATION; GRADE 12; HIGH SCHOOLS; ELECTRONIC CONTROLS

This teaching guide is for use in planning an agricultural mechanics course for high school seniors in comprehensive high schools or area vocational schools. It was developed by a graduate student in agricultural education as part of doctoral study. The content includes: (1) List of Problem Areas, (2) Suggested Equipment and Sources, (3) Problem Areas, (4) Completed Diagrams for Exercises in Student Laboratory Manual, (5) Exams, (6) Answer Sheets, (7) Reference List, and (8) Transparency Master Sheets. An assortment of automatic controls should be used in teaching this course for students enrolled in agricultural production, horticulture, or agricultural mechanics. Teachers should be certified in agriculture. The student handbook and student laboratory manual are available as VT 004 686 and VT 004 688. (DM)

VT 004 688
Controls for Automation in Agriculture; Student Laboratory Manual. Teacher Education Series Vol. 8, No. 2.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
Pennsylvania Farm Electrification Council
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($.50).
Pub Date - 67 35p.

*LABORATORY MANUALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *FARM MECHANICS (OCCUPATION); UNITS OF STUDY (SUBJECT FIELDS); *AUTOMATION; REFERENCE MATERIALS; LABORATORY PROCEDURES; LABORATORY TECHNIQUES; AGRICULTURAL PRODUCTION; ORNAMENTAL HORTICULTURE OCCUPATION; ELECTRONIC CONTROLS; GRADE 12; HIGH SCHOOLS

This student laboratory manual contains exercises for high school seniors in agricultural production, horticulture, or agricultural mechanics, who are enrolled in area vocational schools or comprehensive high schools. It was developed by a graduate student in agricultural education and tested in a doctoral study. The content contains 21 exercises in: (1) Heat and Light Sensitive Controls, (2) Pressure Sensitive Controls, (3) Electrical Controls, (4) Magnetic Controls, and (5) Mechanical Controls. Each exercise includes the purpose, equipment needed, and procedure to follow. Agricultural teachers should use an assortment of automatic controls as supplemental media. The text is illustrated with line drawings. The student handbook and teaching guide are available as VT 004 686 and VT 004 687. (DM)

VT 005 006
Padilla, Napoleon S.
Pesticide Application. Course Outline.

North Carolina State Board of Education, Raleigh. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun64 15p.

*PESTICIDES; ADULT VOCATIONAL EDUCATION; *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *AGRICULTURAL CHEMICAL OCCUPATIONS

Developed by an individual and evaluated by instructors in community colleges, this outline is for teacher use in planning a course for adults in community colleges and technical institutes. The content objectives are (1) to provide the student with a general review of the development of pest control, (2) to instruct the student with practical knowledge of construction and operation of pesticide equipment, and (3) to develop student ability to select proper equipment for a specific job. Major outline headings are (1) Development of Pest Control, (2) Insecticides, (3) Fungicides, (4) Spray Ingredients, (5) Compatibility of Spraying and Dusting Materials, (6) Spraying and Dusting Machines, (7) Construction and Operation of Spraying and Dusting Equipment, (8) Fumigation, (9) Soil Treatment, (10) Growth Regulators, (11) Herbicide Application, (12) Seed Treatment, (13) Poison Baits, (14) Pesticides Application to Stored Grain and Grain Products, (15) Regulation of Pesticide Application in North Carolina, (16) Precautions in Handling Pesticides, and (17) Treatment in Case of Accidental Poisoning. Two hours of class and 2 hours of laboratory per week for a school quarter are recommended. The teacher should be an agricultural college graduate with course work in pesticides. Supplementary materials include a list of texts, references, and laboratory topics. (DM)

VT 005 018
Beeman, Carl E.
A Reference Unit on Corn.

Mississippi State Univ., State College. Subject Matter Service
Mississippi State Board for Vocational Education, Jackson. Vocational Agriculture Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr66 148p.

*RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *CORN (FIELD CROP); *TEXTBOOKS; *AGRONOMY; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS; ADULT FARMER EDUCATION

Developed by a committee of teacher educators through a compilation of research and other pertinent publications, this student reference is for high school and adult education in the southeast United States. The content includes: (1) economic value of corn, (2) production planning, (3) hybrid selection, (4) land selection and preparation, (5) planting, (6) fertilizing, (7) cultivating, (8) irrigating, (9) controlling weeds, (10) disease controlling, (11) controlling insects, (12) harvesting, (13) drying and storing, (14) marketing, and (15) checking yield and measuring profits. The teacher for this unit should be a graduate of a teacher education curriculum in agricultural education and students should desire development and improvement of agricultural knowledges and skills. The document is illustrated with photographs and tables and contains a reference list. (DM)

VT 005 260
Milk Processing Plant Employee Course of Study.

Texas A and M Univ., College Station. Agriculture Education Teaching Materials Center
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 329p.

RESOURCE MATERIALS; *STUDY GUIDES; *VOCATIONAL AGRICULTURE; ANSWER KEYS; *FOOD PROCESSING OCCUPATIONS; *OFF FARM AGRICULTURAL OCCUPATIONS; *MILK; UNITS OF STUDY (SUBJECT FIELDS); GRADE 11; GRADE 12; TESTS

Developed and reviewed by vocational agriculture teachers and subject matter specialists, this study reference is for high school students in the southern United States with an occupational interest in milk processing. The content includes units on: (1) Milk Processing Industry, (2) Nutritional Properties of Milk, (3) Microbiology and Sanitation, (4) Milk Quality and Control, (5) Milk Processing Equipment, (6) Milk Processing, (7) By-Products and Specialties, (8) Plant Equipment Maintenance, (9) Electrical Power and Refrigeration, (10) Plant Management, and (11) Plant Maintenance. Each unit contains (1) an assignment sheet with the topic, objective, references, and questions or activities, (2) an answer sheet, (3) a topic test, and (4) a test answer sheet. Teachers may use this material for a 175-hour course for 11th and 12th grade students. (DM)

VT 005 265
Bice, Garry R.; Dunsmore, George M.
Forestry, Conservation and Outdoor Recreation. Guidelines for Developing Programs in Vocational Agricultural Education in Vermont.

Vermont Univ., Burlington. Dept. of Agricultural Education
Vermont State Dept. of Education, Montpelier. Div. of Vocational-Technical Education

MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov67 62p.

*CURRICULUM GUIDES; *VOCATIONAL AGRICULTURE; *FORESTRY; RESOURCE MATERIALS; FACILITY GUIDELINES; HIGH SCHOOLS; EDUCATIONAL EQUIPMENT; *RECREATION; *CONSERVATION EDUCATION; OCCUPATIONAL CLUSTERS

Developed for use in planning a course for high school students in area vocational schools, guidelines are included for curriculum planning in forestry, conservation, wildlife management, outdoor recreation, soil and water management, and the agricultural mechanics related to these fields. Examples of occupations for which this course is intended are: fish and game warden, lumberman, logger, foreman, forestry aide, soil conservation technician, park attendant, park caretaker, youth camp director, camp grounds caretaker, golf course greens caretaker, maintenance man, heavy equipment operator, groundskeeper, and fire warden. Content includes a 2-year suggested course of study, suggested buildings and facilities, and recommended tools, equipment, and instructional materials. Supplementary materials include line drawings of facilities and a bibliography. (DM)

VT 005 611
Stevens, G.Z.; Curtis, S.M.
An Adaptation of the USDA Soil Conservation Service, Technical Guide. Teacher Education Research Series, Volume 8, Number 1.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
USDA Soil Conservation Service, Harrisburg, Pa.
Pennsylvania State Dept. of Public Instruction, Harrisburg. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802. ($1.50).
Pub Date - 67 96p.

*AGRICULTURAL EDUCATION; ADULT FARMER EDUCATION; *FARM MANAGEMENT; *SOIL CONSERVATION; *TEXTBOOKS; FARMERS; AGRICULTURAL PRODUCTION; SOIL SCIENCE; AGRONOMY
PENNSYLVANIA

An adaptation of the U.S. Department of Agriculture Soil Conservation Service Technical Guide by teacher educators through consultation with state soil conservation service and agronomy personnel, this student reference is for use by adult farmers in Pennsylvania. The content includes sections on classification and descriptions of soils, estimation of crop yields for Pennsylvania soils, and costs and returns for conservation planning in Pennsylvania. Photographs, charts, and 32 tables illustrate the text. Students should supplement this text with their home-farm soil capability map in planning their agricultural production. Worksheets are included to estimate conservation costs and returns. (DM)

VT 005 624
Rodeberg, H.E., And Others
Agricultural Management.

Montana State Univ., Bozeman. Agricultural Education Dept.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Department, Montana State University, Bozeman, Montana 59715 ($1.00).
Pub Date - 67 65p.

*VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *FARM MANAGEMENT; *AGRICULTURAL PRODUCTION; GRADE 11; GRADE 12; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES; GLOSSARIES

Developed by teachers and teacher educators in agricultural education, this 1-semester course teaching guide is for use with high school students in the northern and western states. The content contains sections relating to: (1) the need of agricultural management, (2) management occupations, (3) agricultural management decisions, (4) managerial tools, (5) depreciation, (6) taxes and taxation, (7) agricultural products marketing, (8) agricultural government programs, (9) insurance and social security, and (10) managerial law. Each unit contains objectives, interest approach, content, suggested activities, and references. Vocational agriculture instructors may use this material with junior and senior students. An agricultural management outline, available from Montana State University, is desirable for use with this document. Supplementary materials include an 83-word glossary and a bibliography. (DM)

VT 005 940
Rodeberg, H.E., And Others
Soil Fertility and Fertilizers, Resource Unit.

Montana State Univ., Bozeman. Agricultural Education Dept.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Department, Montana State University, Bozeman, Montana 59715 ($1.50).
Pub Date - 67 99p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *SOIL SCIENCE; *FERTILIZERS; *AGRONOMY; GRADE 10; GRADE 11; HIGH SCHOOLS

Designed by vocational agriculture teachers and teacher educators from practical material currently in use, this teacher's guide is for use with high school and adult students in vocational agriculture in the northern and western states. The content includes: (1) Introduction to Fertilizers, (2) Occupations in Fertilizers, (3) Nutrient Materials Required for Plant Growth, (4) Nutrient Requirements for Maximum Economic Yield, (5) Fertilizer Recommendations, (6) Selection of Fertilizers, (7) Application Rate of Fertilizers, (8) Application of Fertilizers, and (9) Storage and Handling of Fertilizers. Each unit contains objectives, interest approach, content, suggested class activities, evaluation, and references. Vocational agriculture teachers may use this one-semester course with sophomore and junior students. A course outline form, available from the publisher, is desirable for use with this document. Supplementary teaching aids include a glossary, sample tests, fertilizer demonstrations, tissue-tests, field trials and exploratory plots, pH testing, and visual aids. (DM)

VT 005 970
Office Procedures Used in the Agricultural Services.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.25).
Pub Date - 67 72p.

*WORKBOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLY OCCUPATIONS; RECORDS (FORMS); *OFFICE PRACTICE; UNITS OF STUDY (SUBJECT FIELDS); GRADE 11; GRADE 12; OFF FARM AGRICULTURAL OCCUPATIONS

Developed by an individual author in consultation with the state supervisory staff and teachers of vocational agriculture, this teacher and student reference is for use as a part of an agricultural business instructional unit. This manual should be studied by the student along with actual work experience so that the classroom material can be applied to office operations on the job. The content includes: (1) Sales Tickets, (2) Accounts Receivable Records, (3) Purchase Orders, (4) Perpetual Inventory, (5) Sales Tax, (6) Discounts, (7) Daily Cash Balance, (8) Monthly Bank Balance, and (9) Grain Accounts. References are made to sections in the Student Manual for the Related Class in Agricultural Occupations, which is available from the same source. Students should be of grade 11 or 12 for this 6-month individualized course. A test and answer booklet described as VT 005 971 may be obtained from the source of availability indicated for this document. (DM)

VT 006 206 ED 025 608
Turner, J. Howard
Small Engines Care, Operation, Maintenance and Repair. Volume 1.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$6.32
Coordinator's Office, American Association for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Ga. 30601 ($5.30).
Pub Date - Jun68 156p.

*TEXTBOOKS; *VOCATIONAL AGRICULTURE; *SMALL ENGINE MECHANICS; ENGINES; HIGH SCHOOLS; POST SECONDARY EDUCATION; REPAIR; MAINTENANCE; ILLUSTRATIONS; BIBLIOGRAPHIES; *TRADE AND INDUSTRIAL EDUCATION; *AGRICULTURAL ENGINEERING

Developed by teacher educators and agricultural engineers and tested by vocational agriculture teachers, this reference is for student and teacher use as part of a course on servicing and operating an engine. Content includes: (1) Distinguishing Features of Small Engines, (2) How Small Gasoline Engines Work, (3) Comparing 4-(Stroke) Cycle and 2-(Stroke) Cycle Engines, (4) Importance of Proper Care and Operation, (5) Identifying Types of Small Engines, (6) Cleaning Small Engines, (7) Servicing Carburetor Air Cleaners, (8) Servicing Fuel Strainers, (9) Servicing Crankcase Breathers (4-Cycle Engines), (10) Lubricating Small Engines, (11) Refueling Small Engines, (12) Servicing Spark Plugs, (13) Checking and Adjusting Carburetors, (14) Checking Compression, (15) Checking and Servicing Batteries, (16) Starting Engines, (17) Operating Engines, and (18) Storing Engines. Teachers should be graduates in teacher education and students should have mechanical and science interests and be of at least high school age. Supplementary materials include 168 colored illustrations, a list of references and an owner's engine information form. Volume II of this series contains information concerning major maintenance and repair of small engines and is available as VT 006 290. (DM)

VT 006 290 ED 025 612
Turner, J. Howard
Small Engines Care, Operation, Maintenance and Repair. Volume II.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$1.00 HC-$8.32
Coordinator's Office, American Association for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Ga. 30601 ($7.75).
Pub Date - Jun68 206p.

*TEXTBOOKS; *VOCATIONAL AGRICULTURE; *TRADE AND INDUSTRIAL EDUCATION; *AGRICULTURAL ENGINEERING; *SMALL ENGINE MECHANICS; ENGINES; HIGH SCHOOLS; POST SECONDARY EDUCATION; MAINTENANCE; REPAIR; ILLUSTRATIONS; BIBLIOGRAPHIES

Developed by teacher educators and agricultural engineers, this teacher and student reference is for use in a course in small engine operation and maintenance. Content includes: (1) Principles of Good Workmanship, (2) Repairing Starters, (3) Maintaining and Repairing Ignition Systems, (4) Repairing Fuel Systems, (5) Repairing Governors, (6) Repairing Valves, (7) Repairing Cylinders and Piston-and-Rod Assemblies, (8) Repairing Lubricating Mechanisms in 4-Cycle Engines, (9) Repairing Camshaft Assemblies in 4-Cycle Engines, and (10) Repairing Crankshaft Assemblies. Teachers should be graduates in teacher education and students should be of at least high school age with an interest in mechanics and science. Supplementary materials include 328 colored illustrations, an owner's engine information form and a list of references. Volume I of this series containing small engine operation and simple maintenance jobs is available as VT 006 206. (DM)

VT 006 342
Curtis, Samuel M.; Fredd, William M.
Making Management Decisions Using Farm Records; A Student Handbook for Adult Farmers. Teacher Education Series-8-No.-4.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
Pennsylvania State Dept. of Public Instruction, Harrisburg. Bureau of Vocational and Technical Education.
Pennsylvania Young Farmers Association
MF AVAILABLE IN VT-ERIC SET.
Department of Agricultural Education, 101 Agricultural Education Building, Pennsylvania State University, University Park, Pennsylvania 16802 ($1.00).
Pub Date - 67 78p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *FARM ACCOUNTS; *ADULT FARMER EDUCATION; AGRICULTURAL PRODUCTION; DAIRYMEN; HIGH SCHOOLS; AREA VOCATIONAL SCHOOLS

Developed by a teacher educator and field tested in 25 schools, this student handbook is for use in farmer classes in dairy producing states. The content includes problem areas of: (1) The Decision Making Process, (2) Budgetary Analysis and Linear Programming, (3) Measuring Farm Business Efficiency, (4) How Farm Inventory is Valued, (5) How to Keep Financial Records, and (6) How to Keep Production Records. Teachers competent in farm management may also use this 20-hour course with high school students. The document is illustrated with photographs, charts, tables, and explanatory sketches and includes a reference list. (DM)

VT 006 590
Henderson, G.E.
Electrical Terms--Their Meaning and Use.

American Association for Agricultural Engineering and Vocational Agriculture, Athens, Ga.
MF AVAILABLE IN VT-ERIC SET.
Coordinator's Office, American Association for Agricultural Engineering and Vocational Agriculture, Agricultural Engineering Building, Athens, Ga. 30601 ($1.15).
Pub Date - 67 36p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *ELECTRICITY; UNITS OF STUDY (SUBJECT FIELDS); VOCABULARY; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; VOCATIONAL SCHOOLS

Developed by an individual and reviewed by industry representatives, educators and specialists, this student and teacher reference is for use with high school and adult students as part of an occupational cluster in agricultural engineering. The content includes explanations of electricity, circuits, conductors, insulators, resistance, volts, amperes, watts, alternating current, direct current, single phase, 3 phase, and kilowatt hour. Three procedures to determine the amount of energy used and an explanation of how to figure electricity operating cost are included. Graduates in teacher education may use this reference in high schools or vocational-technical schools with male students of average mechanical aptitude. Supplementary materials include 52 colored illustrations and a table of wattage, energy use, and operating cost for home and farm electrical equipment. A filmstrip available from the publisher, "Electrical Terms, Their Meaning and Use" is recommended for use with this unit. (DM)

VT 006 764
Information and Suggestions for Planning and Constructing New Milk Houses, Selecting, Installing and Maintaining Milk House Equipment. Teacher Education Series Volume 4, No. 1.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 62 39p.

*RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *FARM STRUCTURES; GRADE 12; ADULT FARMER EDUCATION; *DAIRYMEN; EQUIPMENT MAINTENANCE; PURCHASING; EQUIPMENT UTILIZATION; CONSTRUCTION NEEDS; CONSTRUCTION (PROCESS)

Developed by a teacher educator in cooperation with subject matter specialists, this teacher and student reference is for high school or adult farmer classes in production agriculture in the northern states. Sections in the unit related to planning and constructing new milk houses are: (1) Looking to the Future, (2) General Statements About Sanitary Regulations, (3) Sanitary Regulations for Milk House Construction, and (4) Milk House Plans. The unit relating to selecting, installing, and maintaining milk house equipment contains: (1) General Statements About Milk House Equipment, (2) Bulk Milk Cooling Tanks, Wash Tanks, Water Heaters and Other Equipment, (3) Pipeline Installations, and (4) Instruction Manuals and Operating Instructions. Supplementary material includes bulk milk tank dimensions and manufacturers and a reference list of materials from commercial companies, milk sanitation agencies, milk dealer associations, state agencies, electrical associations, cement associations, and universities. Teachers should be competent in agricultural production and mechanics and students should be of 12th grade or adult level and have an interest in dairy farming. (DM)

VT 007 169
Wood, Jay M.
Agricultural Mechanics: Advanced Studies and Project Plans for Washington.

Washington State Univ., Pullman. Agricultural Education
Washington Coordinating Council for Occupational Education, Olympia, Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug68 81p.

*REFERENCE MATERIALS; *AGRICULTURAL ENGINEERING; *VOCATIONAL AGRICULTURE; SHOP CURRICULUM; *STUDENT PROJECTS; SECONDARY GRADES

This student reference consolidates plans for some advanced skills and small projects that students studying agricultural sciences can use to learn shop skills and abilities. It may assist teachers to fill a void caused by reduced interest in building farm-type projects in the agricultural laboratory. Plans are included for the following projects: welding vise, automobile engine stand, outboard motor stand, arc welding table, emergency jack, patio lamp, chuck key, hydraulic engine hoist, live center, sheet metal planter, sheet metal box, drill press vise, saw horse, barbecue, stud puller, steak hammer, tap and die, shoe scraper, hand lantern iron twisting device, jaw clamp, screw driver, welding clamp, seam practice, jack stands, carpentry teaching aid, locating adaptor, washer plate, cabinet, stool, hexagon table, lathe practice, C-clamp, tool box, T-slot cleaner, tool tray, coupler, bushing remover, and punch. (DM)

VT 007 170
Jacks, Lloyd P.; Ellis, Tom E.
A Reference on Liming Soils for Greater Profits.

Mississippi State Univ., State Coll. Subject Matter Service
Mississippi State Board for Vocational and Technical Education, Jackson. Vocational Agricuture Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Oct67 29p.

*SUPPLEMENTARY TEXTBOOKS; *VOCATIONAL AGRICULTURE; *SOIL SCIENCE; *FERTILIZERS; UNITS OF STUDY (SUBJECT FIELDS); *AGRONOMY
*LIME

Developed by a committee of teacher educators through a compilation of research and other publications, this high school and adult farmer reference is for students studying a cluster of agricultural occupations in the southeast United States. The content includes: (1) the need for lime, (2) lime status and effect on Mississippi soils, (3) experimental results, (4) determining lime needs, (5) sources of lime, (6) amount of lime, (7) time of application, (8) method of application, (9) frequency of application, and (10) assistance available. The teacher for this unit should be a teacher education curriculum graduate in agriculture, and students should desire development and improvement of agricultural knowledges and skills. The document is illustrated with photographs and tables. (DM)

VT 007 190
Todd, John D.
Agricultural Mechanics: Using an Oxyacetylene Welder.

Tennessee Univ, Knoxville. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
The University of Tennessee, Knoxville, Tennessee 37916 (Single copies for teacher educators, supervisors or vocational teachers).
Pub Date - May68 18p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *WELDING; SECONDARY GRADES

Developed by a teacher educator for teacher use in high school vocational agriculture classes, this 2-week instructional unit is for use in grades 9 through 12 with students of average mechanical ability. The content includes: (1) Objectives, (2) Introduction, (3) Problems or Factors, (4) Procedure, (5) References, and (6)

Solutions to Problems or Factors. The problems included are: (1) parts of an oxyacetylene welder outfit, (2) SUPPORTING EQUIPMENT AND SUPPLIES NEEDED, (3) uses of an oxyacetylene welder, (4) safety practices, (5) preparing the metal for welding or brazing, (6) procedures for lighting and adjusting the equipment, and (7) procedures for using oxyacetylene equipment--welding, brazing, and cutting. Teachers should be competent in using an oxyacetylene welder. (DM)

VT 007 259
Burns, Paul M.; Stevens, Glenn Z.
A Plan To Reduce Certain Credit and Collection Problems Related to Agricultural Supplies Sales and Service Businesses. Teacher Education Research Series-9-No.-1.

Pennsylvania State Univ., University Park. Dept. of Agricultural Education
Pennsylvania State Dept. of Public Instruction, Harrisburg. Agricultural Education Section
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 30p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SUPPLIES; *CREDIT (FINANCE); MONEY MANAGEMENT; UNITS OF STUDY (SUBJECT FIELDS); BUSINESS EDUCATION; TRANSPARENCIES

Designed as a unit in a comprehensive program of vocational-technical classes and individual instruction for adults, this reference contains textual material related to reducing credit and collection problems in agricultural supplies sales and service businesses. The content includes a definition of credit, and information on the importance of extending credit carefully, determining the amount of credit to extend, terms of repayment, importance of regular statements, necessity of aging of accounts, dealing with customers tactfully, recommendations for collecting money, when to place a bill for collection, dangers of contingent liability, and adapting a credit and collection plan. The 16 illustrated summary pages are suitable for reproduction for students and for use as transparency masters. (DM)

VT 007 270 ED 023 919
Stinson, Richard F., And Others
Retail Flower Shop Operation and Management. A Teacher's Manual.

Pennsylvania Agricultural Experiment Station, University Park
Office of Education (DHEW), Washington, D.C. Educational Resources Development Branch
EDRS PRICE MF-$0.75 HC-$6.60 OEC-5-85-014 08
BR-5-0022
Pub Date - 68 163p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; REFERENCE MATERIALS; *ORNAMENTAL HORTICULTURE OCCUPATIONS; *FLORICULTURE; MANAGEMENT; SALESMANSHIP; MARKETING; ACHIEVEMENT TESTS

Field tested by teachers attending an institute in landscape horticulture July 5-22, 1966, this teacher's manual is one of a series of instructional aids developed by the Department of Agricultural Education at the Pennsylvania State University. The content includes problem areas of: (1) Exploring Occupational Opportunities in the Retail Flower Shop Business, (2) Uses and Characteristics of Flowers, Plants, and Decorative Materials, (3) Designing with Flowers and Decorative Materials, (4) Using Flower Arrangements, (5) Merchandising and Selling, and (6) Retail Flower Shop Management. In addition to the student material contained in VT 007 271, this document incorporates at the end of each unit suggestions and references for the teacher, suggested learning activities, suggested placement experiences, and a sample test. The material was developed for schools near large centers of population for use in team teaching involving the teacher of agriculture, a business teacher, and a distributive education teacher. Course length may vary from 6 weeks to 1 semester with students of upper high school or post high school level, who are interested in entering careers in retail flower shops and who have opportunity for occupational work experience in floriculture. A course examination is included. (DM)

VT 007 271 ED 023 920
Stinson, Richard F. And Others
Retail Flower Shop Operation and Management. A Student Handbook.

Pennsylvania Agricultural Experiment Station, University Park
Office of Education (DHEW), Washington, D.C. Educational Resources Development Branch
EDRS PRICE MF-$0.75 HC-$5.60 OEC-5-85-014 08
BR-5-0022
Pib Date - 68 138p.

*TEXTBOOKS; *VOCATIONAL AGRICULTURE; REFERENCE MATERIALS; *FLORICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATIONS; MANAGEMENT; SALESMANSHIP; MARKETING

Field tested by teachers from the northeastern states who participated in a landscape horticulture teacher's institute July 5-22, 1966, this student reference is one of a series of instructional aids developed by the Pennsylvania State University Department of Agricultural Education. The content includes problem areas of: (1) Exploring Occupational Opportunities in the Retail Flower Shop Business, (2) Uses and Characteristics of Flowers, Plants, and Decorative Materials, (3) Designing with Flowers and Decorative Materials, (4) Using Flower Arrangements, (5) Merchandising and Selling, and (6) Retail Flower Shop Management. Each problem area contains student learning objectives, key questions, new words, and subject material. Supplementary material includes photographs, charts, and a list of references. A teaching guide is available as VT 007 270. (DM)

VT 007 298
Ryerson, Don, Comp., And Others
Range Resource Management, Unit Outline. Ag. Ed. Publication No. 4.

Montana State Univ., Bozeman. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Department, Montana State University, Bozeman, Montana 59715 ($2.50).
Pub Date - 68 286p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *PLANT SCIENCE; AGRICULTURAL PRODUCTION; *FARM MANAGEMENT; ADULT FARMER EDUCATION; *AGRONOMY; SECONDARY EDUCATION
*RANGE MANAGEMENT; MONTANA

This teaching guide is for use in planning and conducting a course in range and pasture management for vocational agriculture students in high schools. The content includes careers and job opportunities, plant physiology and morphology, plant ecology, plant identification, range conditions, grazing, renovation, economics, administration, watersheds, wildlife, and recreation. Each unit contains objectives, an interest approach, the content, student activities, and references. Teachers should be competent in botany and understand range and pasture management and students should be enrolled in high school or adult farmer classes in the western and southwestern range areas. Supplementary material for this one-semester to one-year course includes visual aids, a list of reference books, and a bibliography. The document is mimeographed. The student workbook is available as VT 007 299. (DM)

VT 007 299
Ryerson, D.E., And Others
Range Resource Management. Student Guide. Ag. Ed. Publication No. 4.

Montana State Univ., Bozeman. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Department, Montana State University, Bozeman, Montana 59715 ($1.50).
Pub Date - 68 172p.

*STUDY GUIDES; *VOCATIONAL AGRICULTURE; *PLANT SCIENCE; AGRICULTURAL PRODUCTION; *FARM MANAGEMENT; ADULT FARMER EDUCATION; *AGRONOMY; SECONDARY EDUCATION
*RANGE MANAGEMENT; MONTANA

This vocational agriculture student reference is for a semester or a full year course in agricultural occupations for high school and adult classes. It was developed by graduate students, teachers, specialists, and teacher educators for use as a workbook. The content includes: (1) Introduction to Range Resource Management, (2) Careers and Job Opportunities in Range Management, (3) Plant Physiology and Morphology, (4) Plant Ecology, (5) Range Plant Recognition, (6) Range Condition, Trend and Utilization, (7) Grazing Systems and Practices, (8) Range Renovation Practices, (9) Range Economics, (10) Range Administration, (11) Watersheds (12) Wildlife, and (13) Recreation. Each unit contains objectives, subject content, and an outline for student notes. Teachers should be competent in botany and understand range and pasture management. The document is mimeographed. The teacher's guide for this unit is available as VT 007 298. (DM)

VT 007 368 ED 023 924
Landscape Maintenance and Establishment. A Teacher's Manual. Teacher Education Series, v 9, n 2t.

Pennsylvania Agricultural Experiment Station, University Park
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.08 OEC-5-85-014 08
BR-5-0022

Pub Date - 68 125p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATIONS; *LANDSCAPING; MANUALS; UNITS OF STUDY (SUBJECT FIELDS); ACHIEVEMENT TESTS

This teacher's manual is one of a series of instructional aids prepared by the Department of Agricultural Education at the Pennsylvania State University. It includes suggestions and references for the teacher to use with the student manual available as VT 007 369. In addition to the subject matter in the student manual, pages are inserted at the end of each problem area containing suggestions, references, resource people, audiovisual aids, suggested learning activities, suggested placement experiences, and a quiz. A unit examination is available at the end of the document. (DM)

VT 007 369 ED 023 925
Landscape Maintenance and Establishment. A Student Handbook. Teacher Education Series, v 9, n 2s.

Pennsylvania Agricultural Experiment Station, University Park
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$4.36 OEC-5-85-014 08
BR-5-0022

Pub Date - 68 107p.

*REFERENCE MATERIALS; MANUALS; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATIONS; LANDSCAPING; UNITS OF STUDY (SUBJECT FIELDS)

This student handbook is one of a series of instructional aids prepared and edited by the Department of Agricultural Education at the Pennsylvania State University. Its organization and content were field tested, evaluated, and improved by teachers attending summer institutes in ornamental horticulture in 1966 and 1967. The content includes problem areas of exploring opportunities in landscaping and establishment, landscape maintenance, and landscape establishment. Each problem area lists objectives, key questions, new words, and subject content. The textual material is supplemented with photographs, sketches, drawings, and a reference list. The appendix contains check lists for selecting plant materials and winter landscape maintenance, landscape symbols, diagnostic sheets for unhealthy plants, addresses for agricultural extension publication services, and plant material identification and classification. Applications relate to the northeastern United States. The teacher's manual in this series is available as VT 007 368. (DM)

VT 007 505
A Guide for Planning and Organizing Occupational Programs in Conservation.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 41p.

*VOCATIONAL AGRICULTURE; *PROGRAM PLANNING; *OFF FARM AGRICULTURAL OCCUPATIONS; *CONSERVATION EDUCATION; *PROGRAM GUIDES; CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; EDUCATIONAL EQUIPMENT; EDUCATIONAL FACILITIES; INFORMATION SOURCES

Designed as a resource instrument for school administrators, directors of occupational education, agricultural instructors, and others concerned with the establishment of conservation programs; this program guide contains suggestions for development of courses concerned with preserving, improving, and utilizing natural resources. The content includes: (1) Planning Programs in Conservation, (2) Developing the Course of Study for Conservation, (3) Suggestions for Planning the Facilities Needed in Conservation Programs, (4) Suggestions for Developing Lists of Needed Equipment and Supplies, and (5) Selecting Instructional Materials. The recommended areas for the course of study are: forestry, wildlife management, outdoor recreation, soil and water management, soil science, crop science, conservation mechanics, conservation business management, and leadership development. Suggestions are included for pupil selection, areas of occupational emphasis and options for course organization. The document is illustrated with photographs. (DM)

VT 007 533
Peterson, Milo, And Others
Small Engine Service, Repair and Maintenance for Vocational Agriculture Instructors. Resource Unit.

Minnesota Univ., St. Paul
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 23p.

*VOCATIONAL AGRICULTURE. *AGRICULTURAL ENGINEERING; *ENGINES; UNITS OF STUDY (SUBJECT FIELDS); *ANSWER KEYS; *RESOURCE MATERIALS; EDUCATIONAL EQUIPMENT; FARM MECHANICS (OCCUPATION); SECONDARY EDUCATION; POST SECONDARY EDUCATION

Developed as an instructional aid to assist the teacher in planning, conducting and evaluating a small engine service, repair and maintenance unit this reference is for use with both boys planning to return to the farm and those planning to become service technicians. The content includes: (1) Introduction, (2) General Objectives, (3) Engine and Storage Units, (4) Basic Tools, (5) Special and Optional Tools, (6) Required Books and Visual Aids, (7) Library References, (8) Demonstration Projects, (9) Display and Demonstration Materials, (10) Small Engine Companies, and (11) Answers to Lessons in Student Workbook. Teachers should have a mechanical aptitude and interest and hold a bachelor's degree. The student workbook for use with this resource unit is announced as VT 007 534. (DM)

VT 007 534
Small Engine Service, Repair, and Maintenance. Student Work Book for Vocational Agriculture.

Minnesota Univ., St. Paul
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 41p.

*ENGINES; *VOCATIONAL AGRICULTURE; *WORKBOOKS; *AGRICULTURAL ENGINEERING; FARM MECHANICS (OCCUPATION); SECONDARY EDUCATION; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

Developed as a workbook for use in the classroom and laboratory in agricultural mechanics classes, this reference is for those boys returning to a farm and those planning to become service technicians. Objectives and study and discussion questions are provided for lessons of: (1) Principles of the Two-Stroke Cycle Engine, (2) Principles of the Four-Stroke Cycle Engine, (3) Air Cleaner, (4) Carburetion, (5) Measuring Devices, (6) Spark Plugs, (7) Cooling Systems, (8) Engine Speed Control, (9) Engine Inspection Report, (10) Magneto Ignition System, (11) Battery Ignition System, (12) Engine Valves, (13) Four-Cycle Valve Timing, (14) Engine Crankshaft, (15) Connecting Rods and Bearings, (16) Pistons, (17) Rings, (18) Fuels and Lubricants, (19) Torque Wrench, (20) Horsepower Determination, (21) Engine Troubleshooting, and (22) Off Season Storage. Teachers should have a mechanical aptitude and interest and have a bachelor's degree. The resource unit for use with this workbook is announced as VT 007 533. An explanation of engine terminology is provided in the appendix. (DM)

VT 007 535
Sumner, Douglas
Corn Planter Service, Repair and Maintenance for Vocational Agriculture Instruction. Resource Unit.

Minnesota Univ., St. Paul
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 25p.

*TEACHING GUIDES; *AGRICULTURAL MACHINERY; *VOCATIONAL AGRICULTURE; AGRICULTURAL ENGINEERING; AGRICULTURAL MACHINERY OCCUPATIONS; *FARM MECHANICS (OCCUPATION); RESOURCE MATERIALS; UNITS OF STUDY (SUBJECT FIELDS) CORN PLANTERS

Developed as a reference for teacher and student use in agricultural mechanics classes, this document is for boys returning to the farm and those planning to become agricultural machinery service technicians in the Midwest. Sections of the manual contain: (1) An Introduction to Unit Objectives, (2) Suggestions to the Instructor, (3) Economics of Corn Production, (4) Principles of Corn Planters, (5) Lubrication and Adjustment, (6) Seasonal Care and Safety, (7) Calculation of Corn Population, (8) Calibration of the Planter, and (9) Special Attachments. Suggested audio-visual aids and references are contained in the document. Each lesson has objectives, an introduction, study and discussion questions, and additional activities. Teachers should have a mechanical aptitude and interest and have a bachelor's degree. The student workbook for use with the resource unit is announced as VT 007 536. (DM)

VT 007 536
Sumner, Douglas
Corn Planter Service, Repair and Maintenance. Student Workbook for Vocational Agriculture.

Minnesota Univ., St. Paul
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 16p.

*WORKBOOKS; *AGRICULTURAL MACHINERY; *VOCATIONAL AGRICULTURE; AGRICULTURAL ENGINEERING; AGRICULTURAL MACHINERY OCCUPATIONS; *FARM MECHANICS (OCCUPATION); UNITS OF STUDY (SUBJECT FIELDS) CORN PLANTERS

Developed as a workbook for agricultural mechanics classes in high schools and post-high school institutions, this classroom and laboratory reference is for use by boys returning to the farm and planning to become agricultural machinery service technicians. It contains lessons relating to: (1) Economics of the Corn Planter (2) Principles of Corn Planters, (3) Lubrication and Adjustment, (4) Seasonal Care and Safety, and (5) Calculation of Corn Population, (6) Calibration of a Corn Planter, and (7) Special Attachments. Each unit contains student objectives and study and discussion questions. Teachers should have a mechanical aptitude and interest and have a bachelor's degree. Supplemental reference material is necessary. A resource unit for this workbook is abstracted as VT 007 535. (DM)

VT 007 538
Resource Unit. Combine Service, Repair, and Maintenance for Vocational Agriculture Instruction.

Minnesota Univ., St. Paul
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 22p.

*RESOURCE MATERIALS; *ANSWER KEYS; AGRICULTURAL MACHINERY; *AGRICULTURAL MACHINERY OCCUPATIONS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; FARM MECHANICS (OCCUPATION); SECONDARY EDUCATION; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

Developed as a resource unit for use by teachers and students in agricultural mechanics classes, this reference is for both boys returning to a farm and those planning to become service technicians. Sections are: (1)

Introduction, (2) Objectives, (3) References and Visual Aids, (4) Display Suggestions, (5) Special Tools, (6) Demonstration Topics, (7) Supplementary Text for Lesson I, and (8) Answers to Student Workbook. Teachers should have a mechanical aptitude and interest and a bachelor's degree. The workbook for use with this unit is announced as VT 007 539. (DM)

VT 007 539
Combine Service, Repair and Maintenance. Student Workbook for Vocational Agriculture.

Minnesota Univ., St. Paul
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 22p.

*WORKBOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *AGRICULTURAL MACHINERY OCCUPATIONS; FARM MECHANICS (OCCUPATION); *AGRICULTURAL MACHINERY; SECONDARY EDUCATION; POST SECONDARY EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

Developed for use as a student workbook in agricultural mechanics classes, this reference is for both boys returning to a farm and those planning to become service technicians. Objectives and study and discussion questions are provided for six lessons in areas of: (1) Combine History, Selection and Ownership Cost, (2) Combine Fundamentals and Safety, (3) Combine Field Losses, (4) Combine Adjustment, (5) Combine Service and Maintenance, and (6) Combine Off-Season Storage. The resource unit announced as VT 007 538 is necessary for use with this workbook. (DM)

VT 007 633 ED 025 666
Turner, Howard
Development of a Teaching Text of Care, Operation, Maintenance and Repair of Air-Cooled Gasoline Engines.

Georgia Univ., Athens
American Association for Agricultural Engineering and Vocational Agriculture, Athens. Agr. Eng. Center
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.25 HC-$1.80 OEG-2-6-000484-0285 08
BR-5-1335

Pub Date - Aug68 43p.

*MATERIAL DEVELOPMENT; TEXTBOOKS; *VOCATIONAL AGRICULTURE; *TRADE AND INDUSTRIAL EDUCATION; *TEXTBOOK PREPARATION; TEXTBOOK EVALUATION; *SMALL ENGINE MECHANICS; AGRICULTURAL ENGINEERING; ENGINES; REPAIR; MAINTENANCE; ILLUSTRATIONS; INSTRUCTIONAL MATERIALS

Objectives of a 2-volume book developed as a comprehensive reference for teachers and a text for students on small gasoline engines were that it be: (1) organized for teaching, (2) complete in detail, (3) well illustrated, (4) authentic, (5) edited to high school reading level, (6) correlated with basic scientific principles, and (7) evaluated by experts and through actual teaching experience before being published. Evaluation of the preliminary draft by 22 teachers under actual classroom and laboratory conditions revealed: (1) Operating and scientific principles were easy to understand, (2) Adequate information was given to explain each subject, (3) Few errors were found in the subject matter, (4) The illustrations were clear and understandable and added clarity, (5) The lists of tools were adequate, (6) Students completed jobs from the instructions given without teacher assistance, (7) Teacher preparation time was reduced by 20 percent, (8) Student learning speed was increased by at least 17 percent, (9) The students' average grades were 10 to 12 percent higher, and (10) Each student needed a copy of the text for efficient learning. The volumes, published in four colors in sufficient quantity for national and international distribution, are available as VT 006 206 and VT 006 290. (DM)

VT 007 639
Approved Practices for Sheep.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.05).
Pub Date - 68 5p.

*VOCATIONAL AGRICULTURE; *REFERENCE MATERIALS; *ANIMAL SCIENCE; *AGRICULTURAL PRODUCTION; *SHEEP; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; SUPERVISED FARM PRACTICE

Developed under individual authorship in consultation with subject matter specialist, teacher educators, supervisors and an advisory committee of teachers, this high school and adult student reference is for use in a production agriculture class. Pupils should be of average ability and have an agricultural interest and occupational objective. The content includes: (1) Getting Started With Sheep, (2) Selecting Breeding Animals, (3) Breeding and Improving the Flock, (4) Providing Proper Housing and Equipment, (5) Feeding Bred Ewes, (6) Feeding Ewes During Lactation, (7) Caring for Ewe and Lambs, (8) Providing Feed and Care During Summer, (9) Controlling Diseases and Parasites, (10) Marketing, and (11) Keeping and Using Records. These approved practices are for selection by the student to improve his own sheep enterprise. Teachers should be competent in general agriculture in using this course in high schools or post-high school institutions. (DM)

VT 007 640
Approved Practices for Dairy.

Illinois Univ., Urbana. Vocational Agriculture Service.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.05).
Pub Date - 68 7p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; AGRICULTURAL PRODUCTION; *DAIRYMEN; *ANIMAL SCIENCE; CATTLE; SUPERVISED FARM PRACTICE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

Developed by an individual author in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this student reference is for use in teaching production agriculture to students of average ability with an agricultural interest and occupational objective. The content includes practices relating to: (1) Getting Started in Dairying, (2) Selecting the Dairy Cow, (3) Keeping and Using Records, (4) Providing Facilities for Dairy Cattle, (5) Feeding the Dairy Herd, (6) Producing Quality Milk, (7) Breeding and Improving, (8) Controlling Diseases and Parasites, (9) Caring for the Dry Cow, (10) Caring for the Cow and Calf at Calving Time, and (11) Raising the Dairy Calf. Teachers should be competent in general agriculture and students should be grade 9 to adult. (DM)

VT 007 641
Approved Practices for Beef.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.

Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.05).
Pub Date - 68 5p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *ANIMAL SCIENCE; *CATTLE; SECONDARY GRADES; SUPERVISED FARM PRACTICE; ADULT FARMER EDUCATION

This list of approved practices in beef production was developed by an individual author in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Agriculture teachers may use this student reference with high school or adult students of average ability with an agricultural interest and occupational objectives. Document section headings are: (1) Getting Started With Beef, (2) Selecting Foundation Stock, (3) Selecting and Purchasing Feeder Cattle, (4) Providing Adequate Housing and Equipment, (5) Providing Feeds and Pastures for Beef Cattle, (6) Feeding and Managing the Breeding Herd, (7) Caring for Cow and Calf at Calving Time, (8) Managing and Caring for the Young Stock, (9) Preventing and Controlling Diseases and Parasites, (10) Feeding Cattle for Market, (11) Marketing Beef Cattle, and (12) Keeping and Analyzing Records. (DM)

VT 007 642
Approved Practices for Swine.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.05).
Pub Date - 68 5p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *ANIMAL SCIENCE; *SWINE; SUPERVISED FARM PRACTICE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

Developed for use by students and teachers with an agricultural production unit in high schools and post-high school institutions, this reference was written in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Students with an agricultural interest and occupational objective should be guided by the teacher in selecting the approved practices best adapted to their own swine enterprises. Sections relate to: (1) Getting Started With Swine, (2) Selecting Foundation Stock, (3) Keeping and Using Records, (4) Providing Housing and Equipment, (5) Feeding, (6) Handling and Caring for Swine, (7) Controlling Diseases and Parasites, (8) Breeding and Improving, and (9) Marketing. (DM)

VT 007 643
Approved Practices for Soybeans.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.05).
Pub Date - 68 5p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; GRAIN; *AGRONOMY; *SOYBEANS (FIELD CROPS); SUPERVISED FARM PRACTICE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

This student reference of approved agricultural practices in soybean production is for use in both high school and post high school institutions. The major sections are: (1) Getting Started with Soybeans, (2) Keeping Records, (3) Testing the Soil and Applying Fertilizer, (4) Selecting Seed, (5) Planting, (6) Cultivating, (7) Controlling Diseases, (8) Controlling Insects, (9) Harvesting and Storing, and (10) Studying Your Record Results. A work sheet for use by students in evaluating production practices is attached. The document was designed by an individual author in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Teachers should be competent in general agriculture and students should be of average ability with an agricultural interest and occupational objective. (DM)

VT 007 644
Approved Practices for wheat.

Illinois Univ., Urbana . vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.05).
Pub Date - 68 5p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *AGRONOMY; GRAIN; SUPERVISED FARM PRACTICE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

This list of approved practices was prepared as an aid for use by vocational agriculture teachers in developing instructional plans. It was formulated by an individual author in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers. Students of average ability with agricultural interest and occupational objectives may use this reference in courses at high school or post high school levels in selecting practices best adapted to their own enterprises. The contents areas are: (1) Getting Started with Wheat, (2) Keeping Records, (3) Testing the Soil and Applying Fertilizer, (4) Preparing the Seedbed, (5) Selecting Seed, (6) Planting, (7) Controlling Disease, (8) Controlling Insects, (9) Harvesting and Storing, and (10) Studying your Record Results. A work sheet for evaluating production practices by students is attached. (DM)

VT 007 645
Testing Soil for Phosphorus.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.20).
Pub Date - 68 17p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *SOIL SCIENCE; *FERTILIZERS; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

Developed by individual authorship in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this high school and adult student reference is for use in course in production agriculture. Students should be of average ability and have an agricultural interest and occupational objective. Major sections of the document answer the questions: (1) What Equipment and Supplies Do I Need? (2) How do I Make the Test? (3) How May I Record the Results? The document contains 17 illustration and the necessary conversion charts for phosphorus testing of soils. The time allotment is 1 to 4 hours. (DM)

VT 007 646
Keeping Records of the Supervised Farming Program.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.35).
Pub Date - 68 29p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *SUPERVISED FARM PRACTICE; *FARM ACCOUNTS; FARM MANAGEMENT; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; *AGRICULTURAL PRODUCTION

Developed by an individual author in consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this student reference is for use in high school and post secondary classes of production agriculture. Students should be of average ability and have an agricultural interest and occupational objective. The content of this 2 to 8 hour course includes: (1) farming program activities, (2) farming program benefits, (3) farming program development, (4) program evaluation, (5) setting up a farming program, (6) keeping records, and (7) record summary and analysis. The document contains 24 illustrations and examples. (DM)

VT 007 648
Using the Carbon-Arc Torch.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.15).
Pub Date - 68 13p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *WELDING; *AGRICULTURAL PRODUCTION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

Developed by an individual author with consultation with subject matter specialists, teacher educators, supervisors, and an advisory committee of teachers, this student reference is for use in a production agriculture course at the high school or post secondary level. Sections are: (1) How Is Heat Created By The Carbon-Arc Torch? (2) What Equipment Will I Need? (3) How do I Use the Carbon-Arc Torch? (4) How do I Apply Hard Facing? (5) What Other Operations Can I Do With the Carbon Arc Torch? (6) What Safety Precautions Should I Follow? (7) Practical Application. The document contains 15 illustrations and the recommended time allotment is 1-3 clock hours. Teachers should have competency in general agriculture and students should be of average ability and have an agricultural interest and occupational objective. (DM)

VT 007 649
Managing the Beef Breeding Herd.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.20).
Pub Date - 68 17p.

*VOCATIONAL AGRICULTURE; *REFERENCE MATERIALS; *ANIMAL SCIENCE; *AGRICULTURAL PRODUCTION; *CATTLE ; SUPERVISED FARM PRACTICE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

Developed under individual authorship in consultation with subject matter specialists, teacher educators, supervisors and an advisory committee of teachers, this high school and adult student reference is for use in production agriculture classes. Students should be of average ability and have an agricultural interest and occupational objective. The document contains sections on: (1) How Should I Care for the Breeding Herd? (2) How Should I Care for the Calf at Calving Time? (3) What Care Should I Give the Calves? and (4) What Feed Should I Use? Teachers should be competent in general agriculture when teaching this 1 to 4 hour course in a high school or post-high school institution. The text is illustrated through use of 14 tables. (DM)

VT 007 650
Espenschied, R.F.; Butler, B.J.
The Engine Cooling System.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
VAS-3030
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.30).
Pub Date - 68 25p.

*VOCATIONAL AGRICULTURE; *REFERENCE MATERIALS; *AGRICULTURAL ENGINEERING; *ENGINES; AGRICULTURAL MACHINERY; FARM MECHANICS (OCCUPATION); SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

Developed under individual authorship in consultation with subject matter specialist, teacher educators, supervisors, and an advisory committee of teachers, this high school and adult student reference is for use in a class of production agriculture. Students should be of average ability and have an agricultural interest and occupational objective. The content includes sections on: (1) Why Is the Cooling System Important? (2) What Are the Types of Cooling Systems? (3) What Processes Are Involved in a Liquid Cooling System? (4) What Are the Parts of a Liquid Cooling System? (5) Which Coolant Should I Use? (6) What Tests Can I Make on the Cooling System? (7) What Steps Should I Follow in Preventive Maintenance? and (8) What Can I Do if the Cooling System Fails to Function Properly? Teachers competent in general agriculture may use this 2 to 8 clock-hour course in a high school or post-high school institution. The text contains 18 illustrations. (DM)

VT 007 651
Standards for Measures of Efficiency for 1968.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.60 for package of 10).
Pub Date - 68 7p.

*VOCATIONAL AGRICULTURE; *REFERENCE MATERIALS; *FARM MANAGEMENT; *AGRICULTURAL PRODUCTION; *FARM ACCOUNTS; SECONDARY GRADES; ADULT FARMER EDUCATION
ILLINOIS

Developed under individual authorship in consultation with subject matter specialist, teacher educators, supervisors, and an advisory committee of teachers, this high school and adult student reference is for use in production agriculture classes. Students should be of average ability and have an agricultural interest and occupational objective. Standards for measures of efficiency are included for: (1) beef breeding herd, (2) dairy herd, (3) feeder cattle, (4) poultry laying flock, (5) sheep, (6) swine, and (7) crop data for corn, soybeans, oats and wheat. A schedule of land values by soil productivity rating is also included. This reference may be used in high school or post-high school institutions by teachers competent in general agriculture. (DM)

VT 007 681 ED 025 675
Landscape Design. A Teacher's Manual. Teacher Education Ser-9-No-3t. Interim Report.

Pennsylvania Agricultural Experiment Station, University Park
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$6.28 OEC-8-85-014 08
BR-5-0022
Pub Date - 68 155p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; PLANT SCIENCE; *LANDSCAPING; *ORNAMENTAL HORTICULTURE OCCUPATION; OCCUPATIONAL INFORMATION; MANAGEMENT; SITE DEVELOPMENT; UNITS OF STUDY (SUBJECT FIELDS); HIGH SCHOOLS; EMPLOYMENT OPPORTUNITIES; JOB SKILLS

This Teacher's Manual is one of a series of instructional aids prepared by the Department of Agricultural Education at the Pennsylvania State University. It includes suggestions and references for the teacher to use with the student manual available as VT 001 637. In addition to the subject matter included in the student manual, pages are inserted at the end of each problem area containing suggestions, references, resource people, audio-visual aids, suggested learning activities, suggested placement experiences, and a quiz. A unit examination is available at the end of the document. (DM)

VT 007 708
Unit Budgets for Major Livestock and Crop Enterprises. Agdex 810.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($0.75).
Pub Date - 68 66p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *BUDGETS; *AGRICULTURAL PRODUCTION; FARM ACCOUNTS
OHIO

Developed by a teacher of vocational agriculture in consultation with an agricultural economist, this reference is for use by students and teachers in enterprise accounting and farm management. The content includes budgets for the major crop and livestock enterprises of: (1) dairy, (2) beef, (3) swine, (4) sheep, (5) corn, (6) wheat, (7) oats, (8) soybeans, (9) tobacco, burley, (10) tobacco, cigar, (11) hay, (12) grass silage, (13) corn silage, (14) sugarbeets, (15) tomatoes, and (16) pickles. The basic reference in developing the budgets was the Ohio Farm Management Handbook. Average price and cost figures were used to serve as guidelines for teachers in helping high school students development budgets for crop and livestock enterprises and in helping farm operators with farm planning and reorganization. The level of production of each enterprise is specified in developing the cost and returns section of the budget. (DM)

VT 007 713
Business Practices for Agricultural Machinery Dealers.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($2.50).
Pub Date - 68 284p.

*RESOURCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY OCCUPATIONS; *OFF FARM AGRICULTURAL OCCUPATIONS; *BUSINESS SKILLS; GRADE 11; GRADE 12; RECORDS (FORMS)

Developed by an individual author in consultation with vocational agriculture teachers, state supervisors, and industry, this teacher and student reference is for use with junior and senior high school students in vocational agriculture studying agricultural machinery occupations. Sections relating to the farm machinery dealership's parts department, shop service, and equipment sales were developed to provide students with an understanding of the business structure. Each section illustrates the major policies and procedures utilized in performing the function of the business. Teachers of vocational agriculture may use this reference as part of a 1-year program of related instruction with students in off-farm agricultural occupations. A sample parts catalog and price list are included as supplementary material. A teacher's guide (VT 007 714) is necessary for use with this student unit. (DM)

VT 007 714
Business Practices for Agricultural Machinery Dealers. Teachers Guide.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($1.50).
Pub Date - 68 53p.

*TEACHING GUIDES; *AGRICULTURAL MACHINERY OCCUPATIONS; RECORDS (FORMS); *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; *BUSINESS SKILLS; GRADE 11; GRADE 12

Developed by an individual author in consultation with vocational agriculture teachers, state supervisors, and industrial personnel, this teaching guide is for use by teachers of vocational agriculture with junior and senior students studying agricultural machinery occupations. This reference provides guidance to teachers in directing the individual study of students who are obtaining work experience at a farm machinery dealership. The four sections are: (1) Introduction to Business Practices for Agricultural Machinery Dealers, (2) The Parts Department, (3) Service Shop, and (4) Equipment Sales. A supplement to the student manual contains a parts catalog and price list. The student reference is available as VT 007 713. (DM)

VT 007 715
Farm Machinery and Livestock Safety. Agdex 086.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($.15).
Pub Date - 68 8p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL SAFETY; *AGRICULTURAL MACHINERY; *LIVESTOCK; GRADE 9; GRADE 10; SAFETY EDUCATION

Developed by a farm safety specialist for use in production agriculture classes in comprehensive high schools or area vocational schools, this student reference may be used by teachers of vocational agriculture in teaching grades 9 and 10. The content includes sections on using farm machinery safely and on handling livestock safely. Discussion items are listed under columns of "things to be concerned about" and "what to do". The time allotment for this instructional program is one hour. (DM)

VT 007 717
Introduction to the Farm Business Planning and Analysis Program and Teaching Units. Agdex 810.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($5.00).
Pub Date - 68 330p.

*TEACHING GUIDES; *FARM MANAGEMENT; AGRICULTURAL PRODUCTION; *AGRICULTURAL EDUCATION; *ADULT FARMER EDUCATION; FARM ACCOUNTS; *CURRICULUM GUIDES; RESOURCE MATERIALS

This guide was designed to assist teachers of vocational agriculture in conducting farm business planning and analysis programs for young and adult farmers and schhigh school students. Objectives are: (1) to develop the ability to understand the application and use of basic accounting principles in keeping complete and accurate farm records, (2) to develop an appreciation of the role of farm records in making sound decisions, (3) to develop the ability to keep complete and accurate farm accounts, (4) to develop competency and understanding of the analysis and interpretation of farm business records, and (5) to develop the ability to effectively apply the decision-making process in planning, operating and managing a commercial farm business. Students should be engaged in farming and should continue in the instructional program for a 3-year period. The three sequential phases are: (1) Keeping Farm Records, (2) Record Summary and Analysis, and (3) Farm Planning and Organization. The content includes: (1) an introduction, (2) 14 units on keeping farm business accounts, (3) 15 units on summarizing and analyzing farm business records, and (3) 13 units on farm planning. Each unit contains an objective, an introduction technique, subject matter, and references. (DM)

VT 007 791
Wight, Edgar L.
How to Conduct an Instructional Field Trip Relating to Soil Conservation.

Bureau of Indian Affairs (DOI), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Publications Service, Haskell Institute, Lawrence , Kansas ($0.15).
Pub Date - 65 10p.

*VOCATIONAL AGRICULTURE; *SOIL CONSERVATION; *TEACHING GUIDES; *FIELD TRIPS; FIELD EXPERIENCE PROGRAMS; TEACHER EDUCATION

A description of a sample field trip is provided to assist in teaching instructors how to conduct an instructional field trip relating to soil conservation. Four to six major steps to be accomplished by the teacher are provided for each of the major areas of: (1) Preliminary Experiences, (2) Planning the Trip, (3) Conducting the Trip, and (4) Follow-up. The document is illustrated with photographs, a sample field trip outline, a record of field study-physical land conditions, and a rill erosion measurement record form. (DM)

VT 007 946
Agricultural Supplies, Business and Service. Instructor's Guide and Related Class Units.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agriculture, Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($5.00).
Pub Date - 67 624p.

*WORKBOOKS; *TEACHING GUIDES; *OFF FARM AGRICULTURAL OCCUPATIONS; AGRICULTURAL SUPPLY OCCUPATIONS; GRADE 11; GRADE 12; *BUSINESS SKILLS; TESTS; ANSWER KEYS; RESOURCE MATERIALS

Developed by an individual author in consultation with vocational agriculture teachers and state supervisory personnel, these student manuals and the accompanying teacher's guide are for use in a high school class emphasizing agricultural supplies, business and service. This guide contains curriculum areas of: (1) Opportunities in Agricultural Occupations, (2) Orientation to Job Training, (3) Billing Merchandise to Customers, (4) Human Relations in Business, (5) Selling and Salesmanship, (6) Business Organization, (7) Credit and Interest Charges, (8) Advertising and Promotion, (9) Taxes, (10) Office Procedures and Records, (11) Marketing Agricultural Products, (12) Transportation and Storage, (13) Inventory and Depreciation, (14) Contracts and Leasing, and (15) Insurance. The teaching guide for each unit contains an introduction, a list of references, the subject material, and unit exams. The student references for each unit contain objectives, areas of study, subject material and references. The student manuals may be used as workbooks. This material was designed for use in a 1-year program for 11th or 12th grade students in comprehensive high schools or area vocational schools. (DM)

VT 008 067
Vice, Billy J.
Farm Animals. Unit (Module): Keeping Livestock Healthy.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov67 21p.

*VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *ANIMAL SCIENCE; *HEALTH; VETERINARY MEDICINE; SECONDARY GRADES

Designed by an instructional materials specialist for use by teachers of vocational agriclture in lesson planning for high school students, this document contains sections to aid the teacher in developing in students the following competencies: (1) to understand the importance of keeping livestock healthy, (2) to understand the nature of livestock diseases, (3) to identify factors which affect the health of livestock, and thus their ability to produce, (4) to understand the importance of sanitation in preventing losses to livestock from disease and parasites, (5) to understand the use of vaccines, antibiotics and other chemicals in controlling parasites, insect pests, and diseases of farm animals, (6) to handle the infectious and contagious diseases of livestock, (7) to control the common sporadic (non-infectious and contagious) ailments of farm animals, (8) to control the common parasites and insect pests of farm animals, and (9) to use the veterinarian, governmental programs, and help from other agencies or organizations in keeping livestock healthy. Suggested references and instructional materials are listed with each discussion area. (DM)

VT 008 103
Oliver, Craig S.
Shrubs for Landscaping. Identification Culture Use. Agdex 276.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Ohio Vocational Agricultural Instructional Materials Service, Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210 ($2.55).
Pub Date - 69 109p.

*REFERENCE MATERIALS; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *LANDSCAPING; SECONDARY GRADES;
SITE DEVELOPMENT; PLANT SCIENCE; PLANT IDENTIFICATION; SOIL SCIENCE; PLANTING; GROUNDS KEEPERS
*SHRUBS

Developed by an instructional materials specialist in agricultural education in consultation with the state supervisory staff, teacher committees, and industry, this student reference is for use in an ornamental horticulture class in a comprehensive high school or area vocational school. The publication was designed to provide a simple key for 32 shrubs commonly used in Ohio. The primary unit objectives are: (1) to learn the basic terms and their relationship in plant identification, (2) to use scientific names in identifying and selecting shrubs, (3) to select and use shrubs properly, and (4) to select shrubs with plant hardiness characteristics which are suitable. The content includes sections on: (1) definition and classification of shrubs, (2) Identification of Shrubs, (3) Using a Simplified Plant Key, (4) Plant Key, (5) Selecting Shrubs for Your Landscape, (6) Shrubs and Their Use, and (7) Soil Preparation and Planting. The document is illustrated and questions are included at the end of each unit. Students should be interested in landscaping as a career. A teacher's guide and slide series are available from the publisher. (DM)

VT 008 104
Oliver, Craig S.
Trees for Landscaping. Identification Culture Use.

Ohio State Dept. of Education, Columbus. Agricultural Education Service
Ohio State Univ., Columbus. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Agdex 275
Ohio Vocational Agriculture Instructional Materials Service, The Ohio State University, 2120 Fyffe Road, Columbus, Ohio 43210. ($2.10).
Pub Date - 69 79p.

*TEXTBOOKS; *VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; UNITS OF STUDY (SUBJECT FIELDS); *LANDSCAPING;
*TREES; SECONDARY GRADES; SITE DEVELOPMENT; PLANT SCIENCE; PLANT IDENTIFICATION; SOIL SCIENCE; PLANTING

Developed by an instructional materials specialist in consultation with a state supervisory staff, teacher committees, and industry, this student reference is for use in ornamental horticulture classes in comprehensive high schools or area vocational schools in the Midwest. The publication is designed to provide a simple key for 20 trees commonly used for landscaping in Ohio. The primary student objectives for the unit are: (1) to learn the basic terms associated with plants and their relationship in plant identification, (2) to use scientific names when identifying trees and selecting them for the landscape, (3) to select trees which are suitable for landscape use, (4) to select and use trees which are hardy in a given landscape situation, and (5) to be able to plant and maintain trees in the landscape. Sections are: (1) Introduction, containing plant naming systems, (2) Identification of Deciduous Trees, (3) Using a Simplified Plant Key, (4) Trees and Their Use in the Landscape, and (5) Trees Require Care to Live. Teachers should obtain a teacher's guide and slide series available from the publisher in using this guide with students interested in landscaping. The document is illustrated and contains questions at the end of each unit. (DM)

VT 008 142
Planning the Nitrogen Program.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.20).
Pub Date - Nov68 17p.

*VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *AGRONOMY; *FERTILIZERS; AGRICULTURAL PRODUCTION; SECONDARY
EDUCATION; POST SECONDARY EDUCATION; ADULT FARMER EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS)
*NITROGEN

Developed by individual authorship in consultation with subject matter specialists, teacher educators, supervisors and an advisory committee of teachers, this high school and adult student reference is for use in high schools and post-high schools in production agriculture classes. The content includes sections on: (1) What Are the Common Carriers of Nitrogen, (2) Which Nitrogen Fertilizer Is Cheapest to Buy, (3) How Much Nitrogen Should I Apply per Acre, (4) When Should Nitrogen Fertilizers Be Applied, and (5) How Should Nitrogen Fertilizers Be Applied. Teachers should be competent in general agriculture for this 1- to 4-hour course for use with students of general ability with an agricultural interest and occupational objective. The various methods used to apply nitrogen are illustrated with photographs. (DM)

VT 008 143
Urea as a Ruminant Supplement.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($.10).
Pub Date - Nov68 9p.

*VOCATIONAL AGRICULTURE; *UNITS OF STUDY (SUBJECT FIELDS); *FARM MANAGEMENT; *ANIMAL SCIENCE; *FEEDS; NUTRITION; AGRICULTURAL PRODUCTION; SECONDARY EDUCATION; POST SECONDARY EDUCATION; ADULT FARMER EDUCATION
*UREA; RUMINANT

Developed by individual authorship in consultation with subject matter specialists, teacher educators, supervisors and an advisory committee of teachers, this high school and adult student reference is for use in high schools and post-high school institutions in classes of production agriculture. Major sections are: (1) What Factors Affect Urea Utilization, (2) How Economical Is Urea to Feed, (3) Where Can Urea be Used in Ruminant Feeding, and (4) What Are Some Kinds of Urea-Containing Supplements. Teachers should be competent in general agriculture for this 1- to 2-hour course for use with students of average ability with an agricultural interest and occupational objective. The document is illustrated. (DM)

VT 008 145
Educational Opportunities for Mid-Management, Technical, and Vocational Careers in Agriculture and Natural Resources in the North Carolina Comprehensive Community College System, 1969-70.

North Carolina State Board of Education, Raleigh. Div. of Occupational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Feb69 20p.

*EDUCATIONAL OPPORTUNITIES; *CAREERS; *AGRICULTURAL OCCUPATIONS; *COMMUNITY COLLEGES; *PROGRAM DESCRIPTIONS; VOCATIONAL EDUCATION; TECHNICAL EDUCATION; SUBPROFESSIONALS; NATURAL RESOURCES
*NORTH CAROLINA

The technological explosion in agriculture and conservation and the rapid expansion of the off-farm phase has brought about an increasing need for workers known as technicians, mid-management personnel, and skilled craftsmen. Two-year and shorter curriculums were developed to meet emerging needs and are offered in the North Carolina Comprehensive Community College System. Programs are offered in: (1) Agricultural Business Technology, (2) Agricultural Chemicals Technology, (3) Agricultural Equipment Technology, (4) Agricultural Research Technology, (5) Fish and Wildlife Management Technology, (6) Floral Design and Shop Management Technology, (7) Food Processing Technology, (8) Forest Management Technology, (9) Forest Recreation Technology, (10) Ornamental Horticulture Technology, (11) Poultry and Livestock Technology, (12) Recreational Grounds Management Technology, (13) Soil and Water Conservation Technology, (14) Veterinary Medicine Technology, (15) Wood Products Technology, (16) Dry Kiln Operating, (17) Log Sawing, (18) Lumber Inspecting, (19) Saw Filing, and (20) Farriering (Horseshoeing). The purposes, career opportunities, and institutions offering each technology are provided. Other information includes a map showing the location of the various institutions and an explanation of admission requirements, prerequisite courses, curriculum length, and finances. (DM)

BUSINESS AND OFFICE EDUCATION SECTION

VT 000 459
Business Education in the Secondary School. Illinois Curriculum Program, Subject Field Series, Bulletin D-3.

Illinois State Office of Superintendent of Public Instruction, Springfield
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 63 183p.

*BUSINESS EDUCATION; *COURSE DESCRIPTIONS; *STATE CURRICULUM GUIDES; EDUCATIONAL OBJECTIVES; *PROGRAM GUIDES; CURRICULUM; HIGH SCHOOLS

This state level curriculum guide can be used by business educators, teacher-training directors, high school administrators, and guidance personnel to collect ideas and stimulate thought. Contained in the guide are viewpoints about business education in the areas of: (1) teacher qualifications, (2) inservice training, (3) office automation, (4) student follow-up, and (5) interesting students in business. The business education program includes: (1) business-economic program, (2) secretarial program, (3) clerical program, (4) bookkeeping, (5) cooperative programs, and (6) manager-owner program. Courses included in these programs are: (1) advertising, (2) bookkeeping, (3) business arithmetic, (4) business English, (5) business law, (6) consumer problems, (7) cooperative distributive education, (8) cooperative office occupations, (9) economic geography, (10) Economics, (11) general business, (12) notemaking, (13) retailing, (14) salesmanship, (15) shorthand and transcription, and (16) typewriting. The objectives, suggested learning activities, evaluative suggestions, and students who might profit from the program are discussed for each course and program. Both primal and incidental learnings in the learning processes of business education are discussed. (MM)

VT 001 092
Ernest, John W.
Small Business Management.

California State Dept. of Education, Sacramento. Bureau of Business Education
California Univ., Los Angeles. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 126p.

*TEACHING GUIDES; *BUSINESS EDUCATION; *SMALL BUSINESSES; *MANAGERIAL OCCUPATIONS; *JUNIOR COLLEGES; MANAGEMENT; RETAILING

This guide, for teacher use in conducting a course at the junior college level in small business management, was developed by an associate professor at the college level. The content objectives are to develop skills and understanding required to manage a small business with emphasis on retailing. Units are: (1) Small Business--Definitions and Problems, (2) Opportunities for Growth, (3) How a Retail Business Derives Its Profit, (4) Determining the Net Worth of a Business, (5) The Cost of Running a Business, (6) Acquiring and Financing the Business, (7) Organizing the Business, (8) Choosing the Business Location, (9) Business Layout and Stock Arrangement, (10) Retail Business Insurance, (11) Record Keeping for a Small Business, (12) Budgetary Control for the Small Business, (13) The Art of Handling Employees, (14) Setting the Retail Price, (15) Retail Store Buying, (16) Stock Control and Inventory Turnover, (17) Promoting Sales for the Store, (18) Effective Retail Display, (19) Advertising the Business, (20) How to Build a Sound Credit Business, and (21) Laws and Regulations. Each unit includes an outline and points to discuss. (MM)

VT 001 168 ED 023 784
Data Processing; A Suggested Two-Year Post High School Curriculum. Second Edition.

Washington State Board for Vocational Education, Olympia
EDRS PRICE MF-$0.50 HC-$4.20
Pub Date - Aug63 82p.

*DATA PROCESSING; *CURRICULUM; *CURRICULUM GUIDES; POST SECONDARY EDUCATION; *DATA PROCESSING OCCUPATIONS

The major objective of this program is to prepare a technically qualified data processing technician who can assist a systems analyst in designing a logical systems approach to solve data handling problems, develop detailed data processing procedures, wire control panels or write programs, document these procedures in a professional manner, develop test data, and test the procedures and programs. Description, hours required, and course outlines are given for the following courses: (1) Introduction to Data Processing Principles, (2) Unit Record Processing Equipment, (3) Data Processing Applications 1, 2, and 3, (4) Introduction to Engineering Applications, (5) Basic Computer Systems, (6) Computer Programming, 1, 2, 3, 4, and 5, (7) Systems Development and Design 1, 2, and 3, (8) Accounting 1, 2, and 3, (9) Principles of Statistical Analysis 1 and 2, (10) Business Organization, (11) Data Processing Mathematics, 1, 2, and 3, (12) Communications Skills 1, 2, and 3, and (13) Social Science 1, 2, and 3 (Industrial Psychology, Supervisory Training, and Industrial Economics). (PS)

VT 001 326
Smith, Maggie Ritter
Teaching Personal Development for Occupational Preparation. A Teacher's Manual.

California State Dept. of Education, Sacramento. Bureau of Business Education
California Univ., Los Angeles. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 116p.

*TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *INDIVIDUAL DEVELOPMENT; *HYGIENE; POST SECONDARY EDUCATION; RESOURCE MATERIALS; UNITS OF STUDY (SUBJECT FIELDS)

This guide for teacher use in teaching a unit for adult female students was developed by a business and industry personnel consultant and has been refined through trial. The content objectives are to improve the personal appearance, attitudes, and human relations skills of unemployed or underemployed women in such a way as to make them more qualified for work in business offices. Units are: (1) Prerequisites to Success: Efficiency and a Positive Attitude, (2) Poise, Physical Fitness, and Figure Control, (3) Personal Grooming, (4) Proper Business Dress, (5) Speech Skills, (6) Personality Development and Job Success, and (7) Planning for the Interview and the Job. Each of the units of instruction contains: (1) an outline of instructional areas, (2) a list of suggested activities for the instructor, (3) a list of suggested activities for the students, and (4) a list of suggested references and aids. The materials were designed for about 30 hours of instruction. (MM)

VT 001 987
Advanced Shorthand and Transcription; An Instructional Guide, Senior High School. Publication SC-637.

Los Angeles City Schools, California. Div. of Instructional Planning and Services
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 47p.

*TEACHING GUIDES; *BUSINESS EDUCATION; *STENOGRAPHERS; *MACHINE TRANSCRIPTION; GRADE 12; ADULT EDUCATION; *STENOGRAPHY

This guide is for teacher use in planning a course in advanced shorthand and transcription using the Diamond Jubilee Series for grade 12 students or adult education classes. It was developed by a committee of high school teachers and compiled by a curriculum consultant. The guide is divided into three sections, one for advanced shorthand, one for transcription, and one for the listing of textbooks and other resources. Objectives, sample lesson plans, general suggestions, teaching methods, testing procedures, and evaluative methods are included in the first two sections. The teacher should be credentialed and competent in teaching shorthand and transcription. Prepared shorthand dictation material to be used with record players, tape recorders, or audio-learning laboratories is needed to supplement the course, which is designed for a 40-week school year consisting of five 50-minute periods per week. (MM)

VT 003 272
Selden, William H., Jr.; Edwards, Robert D.
The Business Education Curriculum.

Pennsylvania State Dept. of Public Instruction, Harrisburg. Bureau of Vocational, Technical and Continuing Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Sep66 27p.

OFFICE OCCUPATIONS; *BUSINESS EDUCATION; HIGH SCHOOLS; PROGRAM GUIDES; *PROGRAM DESCRIPTIONS; *CURRICULUM; CURRICULUM PLANNING

Suggestions in this publication should help school administrators and business teachers in organizing and operating business education programs in the secondary schools. The purposes of the programs and suggested sequences of courses are listed for the secretarial, bookkeeping, and clerical programs. Modifications of the business education program for the future to include data processing, college preparatory-business programs, office management, area school programs, business exploratory, and machine shorthand are discussed. Special characteristics and educational requirements for selected business and office occupations, descriptions of business education subjects, and eligibility requirements for federal funds are given in the appendix. (PS)

VT 004 776 ED 022 015
Roman, John C., And Others
Computing and Accounting Office Occupations; Suggested Curricula Guide.

South-Western Publishing Co., Cincinnati, Ohio
Nothern Illinois Univ., Dekalb
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$8.90
Business Education Department, Northern Illinois University, DeKalb, Illinois 60115 ($1.00).
Pub Date - 67 176p.

*CURRICULUM GUIDES; CURRICULUM; *OFFICE OCCUPATIONS EDUCATION; *OFFICE OCCUPATIONS; *ACCOUNTING; *ELECTRONIC DATA PROCESSING; OFFICE MACHINES; INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION

These curriculum outlines are for administrator, supervisor, and teacher use in planning courses at local levels according to community needs and availability of facilities, equipment, and teaching time. The guide may also be used in developing and organizing courses for manpower development and training programs. The course outlines and other guide materials were prepared under contract by the staff of South-Western Publishing Company and reviewed by consultants from the fields of teaching and administration and by specialists in the U.S. Office of Education. Unit outlines are presented for each of the following occupations, including the length of the programs in clock hours: (1) Bookkeepers, 540-780, (2) Cashiers, 480-825, (3) Tellers, 600-825, (4) Automatic Data-Processing Equipment Operators, 570-1, 170, (5) Billing Machine Operators, 540, (6) Bookkeeping Machine Operators, 570-600, (7) Computing Machine Operators, 450-570, (8) Account- Recording Machine Operators, 330-489, and (9) Computing and Account-Recording Occupations 390-855. Trainees are expected to have a working knowledge of English and elementary arithmetic. Job descriptions and prerequisites for training and employment are shown for each occupation. Suggested texts, references, and other teaching aids are included for each subject unit. Suggested physical facilities layouts, equipment, and standards of student achievement are given in the appendix. (PM)

VT 004 811
Sparks, Mavis C.
Typewriting Enrichment Materials, Source List.

Kentucky Univ., Lexington. Instructional Materials Laboratory
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Sep67 32p.

*TYPEWRITING; *OFFICE OCCUPATIONS EDUCATION; *BIBLIOGRAPHIES; *INSTRUCTIONAL AIDS

The source address, price (many free), and a brief description of instructional and enrichment materials for use in typewriting instruction are listed and include Awards, Contests, Games, Booklets, Charts and Posters, Records, Skill Builder Courses, Simulated Work Experience, Tapes, Tests, and Transparencies. (PS)

VT 004 859
Comments and Curricula Related to Third Generation Data Processing and Specifically IBM System/360; Summary of an In-Service Training Report.

Orange Coast Coll., Costa Mesa, Calif.
California State Dept. of Education, Sacramento. Bureau of Junior Coll. Vocational-Technical Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Oct67 26p.

*CURRICULUM PLANNING; CURRICULUM; *BUSINESS EDUCATION; COMPUTERS; *ELECTRONIC DATA PROCESSING; JUNIOR COLLEGES
*IBM SYSTEM 360; INTERNATIONAL BUSINESS MACHINES SYSTEM 360

Summary of the original report by the same title; see abstract of VT 004 860 for the complete study. (PS)

VT 004 860
Clark, John R.; Tilton, Theodore
Comments and Curricula Related to Third Generation Data Processing and Specifically IBM System/360; An In-Service Training Report.

Orange Coast Coll., Costa Mesa, Calif.
California State Dept. of Education, Sacramento
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Oct67 225p.

*CURRICULUM GUIDES; *BUSINESS EDUCATION; *COMPUTERS; *ELECTRONIC DATA PROCESSING; JUNIOR COLLEGES; COMPUTER PROGRAMS
*IBM SYSTEM 360; INTERNATIONAL BUSINESS MACHINES SYSTEM 360

By 1970 the vast majority of data processing systems dealing with commercial, industrial, governmental and scientific applications will be of the third generation variety. At present over 75 percent of all computers on order are of the third generation, and over two-thirds of these are the IBM System 360. This report suggests a third generation computer curriculum for a two-year junior college program, and presents three course outlines with programing examples and classroom handouts. The outlines are designed for three hours of lecture and two hours of laboratory time per week. The first course in Report Program Generation, offered during the second semester of the first year, is the only higher level language compatible for all IBM S/360 computers and is the basic language of the Mod 20 computer. The second course in Procedure Languages, offered during the first semester of the second year, places emphasis on the procedural oriented languages of COBOL and PL/I. The third course, Assembly Language Coding, is offered during the second semester of the second year, and is designed to enable the student to program the computer and familiarize him with the limitations of the languages he has learned. See VT 004 859 for a summary of this report. (PS)

VT 006 232
Clerical Practice, Central High School, Grade 10.

Cincinnati Public Schools. Curriculum Bulletin Number 260
MF AVAILABLE IN VT-ERIC SET.
Cincinnati Public Schools, 230 East Ninth Street, Cincinnati, Ohio 45202 ($2.00).
Pub Date - 60 94p.

*CURRICULUM GUIDES; *BUSINESS EDUCATION; OFFICE OCCUPATIONS EDUCATION; *CLERICAL OCCUPATIONS; *OFFICE PRACTICE; GRADE 10; BIBILIOGRAPHIES
*CINCINNATI PUBLIC SCHOOLS

This guide is for teacher use in planning a one-semester high school course that meets two hours a day, five days a week. It was developed by teachers and supervisors at the local level to give the pupils knowledge and skills in a wide variety of clerical jobs including filing, record keeping, handling communication media, typewriting and preparing materials for duplication, operating miscellaneous office machines, operating adding-listing machines, and the development of personal qualities desirable for success as an office worker. Units are (1) The Clerical Worker, (2) Filing, (3) Office Reference Books, (4) Duplicating, (5) Communications in Business, and (6) Record Keeping. Each unit contains a brief introduction, objectives, an outline of the content to be covered, suggested activities, a vocabulary, a statement on evaluation, and audio-visual and exploratory materials. (PS)

VT 006 467
Anthony, Edward L.
Management Aids for Small Business. Annual No. 2.

MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 (SBA 1.10/2:2 $0.55).
Pub Date - 56 152p.

REFERENCE MATERIALS; BUSINESS EDUCATION; *MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; *INDIVIDUAL INSTRUCTION

This annual is a compilation of a series of publications for small business owners and operators under the title of Management Aids for Small Business. The choice of subjects stemmed directly from needs and desires mentioned to the Small Business Administration staff by small business operators. The 21 chapters are brief and written in clear, practical terms to be applied by the businessmen to help themselves. The subject matter falls into three classes: internal general management, external sources of advice, and business-government relations. Some of the chapter titles included are: (1) Know Your Patenting Procedure, (2) Loan Sources in the Federal Government, (3) How To Analyze Your Own Business, (4) Sales Forecasting for Small Business, (5) Borrowing Money from Your Bank, (6) How To Reduce Your Operating Costs, (7) Judging Your Purchasing Efficiency, (8) Materials Control for Small Plants, (9) How Trade Associations Help Small Business, (10) How Advertising Agencies Help Small Business, and (11) How Manufacturers' Agents Help Small Business. (MM)

VT 006 468
Sangston, H. Earl
Suggested Management Guides; A Practical Guide for Large Companies and Others Who Are Interested in Helping the Small Businessman Improve His Management Skills.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., (SBA1.19:M31 $1.75).
Pub Date - 62 309p.

*MANAGEMENT EDUCATION; *CURRICULUM GUIDES; *PRODUCER SERVICES; SUPERVISORY TRAINING; *EDUCATIONAL NEEDS; *MANAGERIAL OCCUPATIONS; PROGRAM DEVELOPMENT; INSTRUCTIONAL MATERIALS

If the small firm owner-manager is to survive, prosper, and grow in today's highly competitive market, his success will be based on his ability to develop the balanced experience that is necessary to operate and realize a reasonable profit. Many large companies are engaged in exploring ways to help small business owners and managers strengthen their management skills. Bankers, consultants, accountants, lawyers, trade association officials, wholesalers, educators and others who are in a position to help the small businessman improve his management know-how, will find this manual helpful. Part One describes the need for strengthening management skills and shows how large corporations are operating successful management assistance programs for their distributors and dealers. Part Two is an outline of the types of information which could be incorporated into a management improvement program, under the headings: (1) Essentials of Administrative Management, (2) Records and Recordkeeping, (3) Credit and Collections, (4) Banking and Finance, (5) Business Risks and Insurance, (6) Taxation, (7) Personnel, (8) Effective Selling, (9) Advertising, (10) Sales Promotion, and (11) Modern Store Design. The appendix lists the services offered to small business by the Small Business Administration. (MM)

VT 006 873 ED 022 926
Lescarbeau, Roland F., And Others
Development of a Curriculum to Meet Changing Manpower Needs of the Computer and Business Machine Industries. Interim Developments. Final Report.

Technical Education Consortium, Inc., Hartford, Conn.
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.85 OEG-1-8-061489-2022 08
BR-6-1489
Pub Date - Jun68 115p.

*CURRICULUM GUIDES; *TECHNICAL EDUCATION; *ELECTROMECHANICAL TECHNICIANS; PROGRAM DEVELOPMENT; *COMPUTER SCIENCE EDUCATION; CURRICULUM; ELECTROMECHANICAL TECHNOLOGY

This suggested curriculum guide represents the consensus of opinion by the representatives of seven schools comprising the Technical Education Consortium, with advice of industrial experts concerning the essential educational needs of the technicians they would employ. It will serve as a guide to schools planning to institute a program applicable to the business machine and computer industries and can be modified by the schools. A curriculum outline is presented for the four semesters. Course outlines include hours required, prerequisites, corequisites, course descriptions and objectives, major divisions, outlines of instruction, and texts and references for courses titled: (1) Electricity and Electronics, (2) Principles of Physics I, (3) Mathematics I, (4) Technical Graphics, (5) English Composition, (6) Electricity and Electronics II, (7) Introduction to Data Processing, (8) Mechanisms, (9) Principles of Physics II, (10) Mathematics II, (11) Digital Computer Fundamentals, (12) Electro-mechanical Components, (13) Control Systems, (14) Communications Skills, (15) Digital Computing Systems, (16) Input/Output Devices, (17) Storage Principles and Devices, and (18) Psychology and Human Relations. Included in the appendixes are sources of audio-visual materials sample laboratory experiments, sample examinations, a bibliography, and a list of equipment needed in laboratories. (MM)

VT 007 135 ED 023 894
Lanham, Frank W.
A Planning Study to Determine the Feasibility of Developing a New Business and Office Education Curriculum. Moonshot--An Office Occupation Curriculum. Final Report.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$6.20 OEG-1-7-071223-5134 08
BR-7-1223
Pub Date - Jun68 122p.

*CURRICULUM PLANNING; RESEARCH CRITERIA; MODELS; RESEARCH PROBLEMS; *SYSTEMS APPROACH; RESEARCH DESIGN; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM DEVELOPMENT; FEASIBILITY STUDIES; HIGH SCHOOLS; EDUCATIONAL OBJECTIVES
*NEW OFFICE AND BUSINESS EDUCATION LEARNING SYSTEM; NOBELS; MOONSHOT

The purpose of this study was to explore the feasibility of utilizing the systems approach in developing an office occupations curriculum congruent with the concepts in the organic curriculum theory. The title of this project is New Office and Business Education Learning System (NOBELS). An analog system model was developed as the framework in which NOBELS could be developed and tested. The feasibility of NOBELS was evaluated by four criteria: (1) The plan was supported by professional leadership, (2) The plan evolved from available interdisciplinary thinking, (3) The plan provided a structure with profession-wide support and a feasible operational structure, and (4) Dissemination and determination of dissemination, advocates, and acceptors were an integral part of the over-all plan. Face-to-face meetings were held to solve problems and conflicts. Six drafts were written before all criteria of feasibility were determined to be met. (MM)

VT 007 148
Sparks, Mavis C.
Office Practice Unit: Handling the Mail.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan68 24p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *OFFICE OCCUPATIONS EDUCATION; *BUSINESS CORRESPONDENCE; *SECONDARY GRADES

This teaching guide is for teacher use in planning and teaching a unit in office practice for high school students with interest in office occupations. The material was developed by a specialist in business and office education and will be revised upon suggestions from teachers using the materials. The content objectives are to enable students to understand and carry out the duties, responsibilities, and procedures in handling incoming and outgoing mail. The sections include: (1) postal regulations and services, (2) processing incoming mail efficiently, (3) processing outgoing mail efficiently, and (4) handling mailing problems in a realistic situation. The material is designed for four lessons and includes teaching objectives, content outline, teaching materials, check list, evaluation, and references. A booklet of 29 transparency masters (VT 007 150) has been developed to use with this teaching guide. (MM)

VT 007 150
Sparks, Mavis C.
Handling the Mail, Transparency Masters.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr68 33p.

*CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *BUSINESS CORRESPONDENCE; SECONDARY GRADES; *TRANSPARENCIES

This booklet of 29 transparency masters was developed to be used with the curriculum guide "Handling the Mail" (VT 007 148) and includes transparencies to assist in teaching: (1) postal regulations and services, (2) processing incoming and outgoing mail, and (3) handling mailing problems. (MM)

VT 007 151
Sparks, Mavis C.
Finding a Job; Transparency Masters.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May68 24p.

*CURRICULUM GUIDES; BUSINESS EDUCATION; *EMPLOYMENT INTERVIEWS; *HIGH SCHOOLS; *TRANSPARENCIES; JOB APPLICATION

This booklet of 21 transparency masters was developed to be used with the curriculum guide "Finding and Applying for a Job" (VT 007 152) and is designed to assist in teaching: (1) how to locate a job, (2) how to apply for a job, (3) how to understand the employment testing situation, (4) how to handle the job interview successfully, and (5) how to adjust to the new job. (MM)

VT 007 152
Sparks, Mavis C.
Office Practice Unit: Finding and Applying for a Job.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May68 33p.

*CURRICULUM GUIDES; TEACHING GUIDES; BUSINESS EDUCATION; *EMPLOYMENT INTERVIEWS; *HIGH SCHOOLS; *JOB APPLICATIONS; VOCATIONAL ADJUSTMENT; REFERENCE MATERIALS

This teaching guide is for teachers' use in teaching a unit for high school students in finding and applying for a job in office work. It was developed by a specialist in business and office education and will be revised upon suggestions from teachers using the material. The content objective is to enable the ninth to 12th grade student to present himself favorably as an applicant for employment. Sections are: (1) locating the "right" job, (2) applying for the job, (3) understanding what is expected in the employment testing situation, (4) handling the interview successfully, and (5) adjusting to the new job. A booklet of 21 transparency masters (VT 007 151) has been developed to assist in teaching this unit of about five lessons. (MM)

DISTRIBUTIVE
EDUCATION
SECTION

VT 007 015
DeLuga, Marvin R.; Ertel, Kenneth A.
Cash Register Operation Retailing Instructional System. Final Report, No. 26, VI-Program Description.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Aug68 31p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; *SALES WORKERS; *CASH REGISTER; HIGH SCHOOL STUDENTS

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet deals specifically with training for cash register operation and includes pretests in math, a program description and program booklet VI-A, the introduction, and program booklet VI-B, Preparing the Cash Register. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 016
DeLuga, Marvin R.; Ertel, Kenneth A.
Cash Register Operation Retailing Instructional System. Final Report, No. 26, VI-C. Cash Register Operation.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Aug68 42p.

*DISTRIBUTIVE EDUCATION; *RETAILING; *PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; ENTRY WORKERS; *SALES WORKERS; *CASH REGISTER; HIGH SCHOOL STUDENTS

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet deals specifically with training for cash register operation and includes program booklet VI-C, Cash Register Operation, and program booklet VI-D, Making Change. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 017
DeLuga, Marvin R.; Ertel, Kenneth A.
Cash Register Operation Retailing Instructional System. Final Report, No. 26, VI-E. Accepting Checks.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OEG-4-7-070031-1626 08
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Pub Date - Aug68 33p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; *SALES WORKERS; *CASH REGISTER; HIGH SCHOOL STUDENTS

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet deals specifically with training for cash register operation and includes program booklet VI-E, Accepting Checks, program booklet VI-F, Protecting Your Store, and program booklet VI-G, Clearing the Cash Register. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 018C
DeLuga, Marvin R.; Ertel, Kenneth A.
Cash Register Operation Retailing Instructional System. Final Report, No. 26, VI-H. Criterion Test.

Idaho State Board for Vocational Education, Boise
Washington State Univ., Pullman. Dept. of Education
Idaho Univ., Moscow. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OEG-4-7-070031-1626 08
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Pub Date - Aug68 23p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; *SALES WORKERS; *CASH REGISTER; HIGH SCHOOL STUDENTS

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet deals specifically with training for cash register operation and includes program booklet IV-H, Criterion Test. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 019
Ensrud, Peter R.; Ertel, Kenneth A.
The Stockkeeping Task Retailing Instructional System. Final Report, No. 26, VII-Guidebook.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OEG-4-7-070031-1626 08
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*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; SALES WORKERS; *STOCKKEEPING; HIGH SCHOOL STUDENTS

This booklet is one of a series (VT 007 015-VT 007 030) of programmed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Movtives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet specifically deals with training in stockkeeping. Included are a general statement, behavioral objectives, flow chart of the instructional system, and the self-check tests and answers for program booklets VII-A and VII-B. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 020
Ensrud, Peter R.; Ertel, Kenneth A
The Stockkeeping Task Retailing Instructional System. Final Report, No. 26, VII-A. Foundations of Stockkeeping.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Aug68 17p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; HIGH SCHOOL STUDENTS; *STOCKKEEPING; SALES WORKERS; ENTRY WORKERS

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customers's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet specifically deals with training in the stockkeeping task and includes program booklet VII-A, Foundations of Stockeeping. All of the materials are designed for high school students at the 11 th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 021
Ensrud, Peter R.; Ertel, Kenneth A.
The Stockkeeping Task Retailing Instructional System. Final Report, No. 26, VII-B. Principles of Stockkeeping.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Aug68 26p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; HIGH SCHOOL STUDENTS; ENTRY WORKERS; *STOCKKEEPING; SALES WORKERS

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet deals specifically with training in the stockkeeping tasks and includes program booklet VII-B, Principles of Stockkeeping. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 022
Smith, Gary R.; Ertel, Kenneth A.
Working with People Retailing Instructional System. Final Report, No. 26, IX-A. Your Attitude Is You.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Aug68 16p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; EMPLOYEE ATTITUDES; *WORK ATTITUDES; *INTERPERSONAL COMPETENCE; HIGH SCHOOL STUDENTS

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet specifically deals with training in working with people in retailing and includes program booklet IX-A, Your Attitude Is You. All of the materials are designed or high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textboook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 023
Smith, Gary R.; Ertel, Kenneth A.
Working With People Retailing Instructional System. Final Report, No. 26, IX-B. You Are a Personality.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
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*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; HIGH SCHOOL STUDENTS; EMPLOYEE ATTITUDES; *WORK ATTITUDES; *INTERPERSONAL COMPETENCE

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working with People. This booklet specifically deals with training in working with people in retailing, and includes program booklet IX-B, You Are a Personality. All of the materials are designed for high school students at the 11th or 12 grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 024
Smith, Gary B.; Ertel, Kenneth A.
Working With People Retailing Instructional System. Final Report. No. 26, IX-C. Understanding You.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
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Pub Date - Aug68 37p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; ENTRY WORKERS; HIGH SCHOOL STUDENTS; EMPLOYEE ATTITUDES; *WORK ATTITUDES; *INTERPERSONAL COMPETENCE

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adult to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With Poeple. This booklet specifically deals with training in working with people in retailing and includes program booklet IX-C, Understanding You. (MM)

VT 007 025
Smith, Gary R.; Ertel, Kenneth A.
Working With People Retailing Instructional System. Final Report, No. 26, IX-D. Understanding Others.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Idaho State Board for Vocational Education, Boise

Office of Education (DHEW), Washington, D.C.
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Pub Date - Aug68 22p.

*DISTRIBUTIVE EDUCATION; *RETAILING; *PROGRAMED MATERIALS; INDIVIDUAL INSTRUCTION; HIGH SCHOOL STUDENTS; EMPLOYEE ATTITUDES; WORK ATTITUDES; *INTERPERSONAL COMPETENCE

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet specifically deals with training in working with people in retailing and includes program booklet IX-D, Understanding Others. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 026
Smith, Gary R.; Ertel, Kenneth A.
Working With People Retailing Instructional System. Final Report, No. 26, IX-E. Communicating With Others.

Idaho State Board for Vocational Education, Boise
Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
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Pub Date - Aug68 37p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; HIGH SCHOOL STUDENTS; EMPLOYEE ATTITUDES; WORK ATTITUDES; *COMMUNICATION SKILLS; *INTERPERSONAL COMPETENCE

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salespersons, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet specifically deals with training in working with people in retailing and includes program booklet IX-E, Communicating with Others. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 027
Manchester, Mariner G.; Ertel Kenneth A.
Retail Recordkeeping Retailing Instructional System. Final Report, No. 26, VIII-A. Introduction to Recordkeeping. B. The Customer's Account.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington D.C.
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OEG-4-7-070031-1626 08
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Pub Date - Aug68 21p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; HIGH SCHOOL STUDENTS; ENTRY WORKERS; *RECORDKEEPING

This booklet is one of a series (VT 007 015-VT 007 030) of programmed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System included the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet deals specifically with training in retail recordkeeping and includes program booklets VIII-A, Introduction to Recordkeeping and VIII-B,The Customer's Account. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 028
Manchester, Mariner G.; Ertel, Kenneth A.
Retail Recordkeeping Retailing Instructional System. Final Report, Report No. 26, VIII-C. The Sales Slip.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education , Olympia
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Aug68 31p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; HIGH SCHOOL STUDENTS; ENTRY WORKERS; *RECORD KEEPING

This booklet is one of a series (VT 007 015-VT 007 030) of programmed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing

Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working With People. This booklet specifically deals with training in retail recordkeeping and includes program booklet VIII-C, The Sales Slip. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 029
Manchester, Mariner G.; Ertel, Kenneth A.
Retail Recordkeeping Retailing Instructional System. Final Report, No. 26, VIII-D. Cash Sales; E. Merchandise Records; F. Price Marking.

Idaho Univ., Moscow. Dept. of Education
Washington State Univ., Pullman. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
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Pub Date - Aug68 39p.

*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; HIGH SCHOOL STUDENTS; *RECORDKEEPING

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instructional System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working with People. This booklet specifically deals with training in retail recordkeeping and includes program booklets VIII-D, Cash Sales, VIII-E, Merchandise Records, and VIII-F, Price Marking. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. (MM)

VT 007 030
Levendowski, Jerry C.; Ertel, Kenneth A.
The Selling Process Retailing Instructional System. Final Report, No. 26, IV-Guidebook.

Washington State Univ., Pullman. Dept. of Education
Idaho Univ., Moscow. Dept. of Education
Idaho State Board for Vocational Education, Boise
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
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*DISTRIBUTIVE EDUCATION; *RETAILING; INDIVIDUAL INSTRUCTION; *PROGRAMED MATERIALS; ENTRY WORKERS; SALES WORKERS; *SALESMANSHIP; HIGH SCHOOL STUDENTS

This booklet is one of a series (VT 007 015-VT 007 030) of programed instruction that when integrated with the other prescribed components will represent the basic instructional content for training young adults to perform in entry level retail jobs. This booklet was developed as a joint University of Idaho-Washington State University vocational-technical education research and development project. The complete Retailing Instruction System includes the sub-systems: (1) Salesperson's Job, (2) Qualities of Salesperson, (3) Customer's Buying Motives, (4) Selling Process, (5) Merchandise Information, (6) Cash Register Operation, (7) Stockkeeping, (8) Retail Records, and (9) Working with People. This booklet specifically deals with the selling process and is designed to aid the student in becoming a retail salesperson. All of the materials are designed for high school students at the 11th or 12th grade level. The student should be able to master the content sections by himself. The materials use a number of booklets, textbook references and filmstrips as well as machines when needed to augment the booklet. A description of the entire project is available as ED 023 889. (MM)

VT 007 594
Utilizing the Cash Register.

Mississippi State Dept. of Education, Jackson. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Curriculum Laboratory, Box NU, State College, Mississippi 39762 ($1.00).
Pub Date - 68 30p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *HIGH SCHOOLS; *UNITS OF STUDY (SUBJECT FIELDS); SALES WORKERS; RESOURCE MATERIALS; EQUIPMENT UTILIZATION
CASH REGISTERS

This teaching guide is for teacher use in teaching a unit of operation of the cash register for eleventh and twelfth grade students in distributive education. It was initiated by an instructor, expanded by a subject matter specialist, developed by the Mississippi Curriculum Laboratory, and reviewed by equipment sales personnel. The content objectives are to teach the student to apply the techniques of efficient cash register operation and utilization through the use of drills, problems and projects. Lessons include: (1) the cash register system, (2) operation of the cash register, (3) making change, (4) accepting and cashing negotiable instruments, and (5) handling short change artists and shoplifters. Each lesson includes references needed, materials to be used, a course outline, and teaching notes. Eight handout sheets are also included in the appendix. Students are normally high school level, but the material is believed to be useful at the post-secondary and adult levels. The teacher should have basic cash register skills. Five hours should be allotted for teaching of this unit. (MM)

HEALTH
OCCUPATIONS
SECTION

VT 000 785
Nursing Arts Practice.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
NALM-1
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.62).
Pub Date - 66 162p.

*STUDY GUIDES; *SKILLS; MANUALS; *HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSES; *NURSES AIDES; NURSING; ADULT VOCATIONAL EDUCATION

This procedure manual for use by adult students preparing to become practical nurses or nurse aides was developed by a committee of instructors and other professional nurses on the local level. After use on a trial basis it was revised. Procedures are based on practices followed in a number of Cleveland hospitals. Information sheets cover such topics as admission, transfer, and discharge of patients, alcohol sponge bath, and bed cradles. Objectives, background information, and supplemental information are outlined. Procedure sheets on such topics as afternoon care, assisting the patient from bed to chair, tub bath, and surgical bed outline purpose, equipment, procedure and important points to remember. A total of 64 instruction and procedure sheets are included. (JK)

VT 001 581
Medical Laboratory Assistant; Curriculum Guide.

Springfield Technical Inst., Mass.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 21p.

*CURRICULUM; *PROGRAM DESCRIPTIONS; *MEDICAL LABORATORY ASSISTANTS; *HEALTH OCCUPATIONS EDUCATION; CLINICAL EXPERIENCE; RECORDS (FORMS); AUDIOVISUAL AIDS; LABORATORY EQUIPMENT; SCIENCE INSTRUCTION; INTERAGENCY COORDINATION; CURRICULUM GUIDES

Designed to prepare high school graduates to assist the medical technologist by performing routine laboratory tests and related duties in the clinical laboratory, the 1-year program includes: (1) 810 hours divided fairly equally between didactic instruction and performance of laboratory procedures, and (2) 270 hours of externship experience scheduled with cooperating hospitals. Orientation units include: (1) professional ethics, (2) medical terminology, (3) elementary chemistry, (4) elementary anatomy and physiology, (5) psychology, and (6) use, care, and maintenance of laboratory equipment. Clinical subjects include electrocardiography, urinalysis, hematology, coagulation procedures, blood bank and serology, bacteriology, biochemistry, and spinal fluid studies. Basic instruction and program coordination is provided by faculty of the school and supervision during the externship by registered medical technologists employed by the cooperating hospitals. The guide also includes: (1) suggestions for teaching activities and student applications, (2) externship policies and rotation plan, (3) an evaluation report form, (4) a form statement indicating areas of student proficiency which supplements school certificates, (5) general program policies, and (6) lists of laboratory equipment, reference materials, and audio-visual aids. (JK)

VT 002 017
Metcalf, Wendell O.
Health Maintenance Programs for Small Business. Small Business Management Series No. 16 (Second Edition).

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.12:16, $.30).
Pub Date - 64 73p.

*SMALL BUSINESSES; *HEALTH PROGRAMS; INPLANT PROGRAMS; *RESOURCE MATERIALS; *BUSINESS EDUCATION; *HEALTH SERVICES; MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; INDIVIDUAL INSTRUCTION; PROGRAM ADMINISTRATION

Business now recognizes as an important function the maintenance of the health of employees. It has been estimated that absenteeism costs business about $9 billion a year. Experience has shown that losses due to sickness can be reduced one-third to one-half by providing in-plant health services. Many larger companies provide health services for their employees and this booklet was designed as a guide for small businesses in the latest practices and standards in industrial health services. Chapter titles are: (1) Understanding the Need for Health Maintenance Services, (2) Providing the Services, (3) Estimating the Costs, (4) Dealing with Management Problems, (5) Using Community Health Resources, (6) Taking Action, and (7) Some Sources of Additional Help. (MM)

VT 002 666
Being a Ward Clerk; Student Manual.

Hospital Research and Educational Trust, Chicago, Ill.
American Hospital Association, Chicago, Ill.
Department of Labor, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Robert J. Brady Company, 130 Que Street, N.E., Washington, D.C. 20002 ($4.50).
Pub Date - 67 247p.

*STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *WARD CLERKS; HOSPITALS; *ADULT VOCATIONAL EDUCATION; ON THE JOB TRAINING; *TEXT BOOKS

This study guide for the use of students in a course to prepare them for employment as ward clerks parallels "Training the Ward Clerk; Instructor's Guide" (VT 002 667) in format and content. Lessons provide background materials and discuss policies and procedures. A column is allowed on each page for the student's notes. (JK)

VT 002 667
Training the Ward Clerk; Instructor's Guide.

Hospital Research and Educational Trust, Chicago, Ill.
American Hospital Association, Chicago, Ill.
Department of Labor, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Robert J. Brady Company, 130 Que Street, N.E., Washington, D.C. ($5.50).
Pub Date - 67 220p.

*TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *WARD CLERKS; HOSPITALS; ON THE JOB TRAINING; *ADULT VOCATIONAL EDUCATION

This guide is for teacher use in planning and teaching a course of 60 hours plus on-the-job training to prepare high school graduates in a high school or junior college setting for employment as ward clerks. It was developed on the national level by professional consultants in nursing and medical records; testing in hundreds of health care institutions has resulted in its refinement. Introductory information explains a five-step teaching method and provides a pre-course and an instructional checklist. Lesson plans point up objectives, identify major topics and sub-topics, and suggest equipment and teaching aids. The format provides a column for instructor's notes. Subjects of the lessons are orientation, communication, working environment, patients and visitors, emergencies, clerical responsibilities, the patient's chart, patient-centered activities, relationships with other departments, medical terminology, and medical orders. Student should have an eight grade reading level. Supplementary materials available are 35 transparencies and 45 overlays keyed to each lesson. "Being a Ward Clerk" (VT 002 666), a student manual, parallels the document in format and content. (JK)

VT 003 277
Boyles, Ruth M.
Manual of Nursing Measures for Practical Nursing. Bulletin no. 77F-4.

Florida State Dept. of Education, Tallahassee. Technical and Health Occupations Section
MF AVAILABLE IN VT-ERIC SET.
Publication Section, State Department of Education, Room 271, Knott Building, Tallahassee, Florida 32304 ($3.50).
Pub Date - 67 177p.

*LABORATORY MANUALS; *HEALTH OCCUPATIONS EDUCATION; *NURSING; MEDICAL SERVICES; POST SECONDARY EDUCATION; PRACTICAL NURSES

This procedure manual, developed at the state level, is for instructor and student use in post secondary programs. Procedures include purposes, equipment, and general directions. They are organized under such headings as bandaging and binders, baths, bedmaking, blood pressure, dressings, feeding, fluids, inhalation, irrigations, isolation. medications, operative care, physical examination, safety appliances, specimens, sterile technique, and therapeutic and diagnostic measures. Simple line drawings are placed throughout the manual to assist in visualization of the procedure. (JK)

VT 005 424
Instructional Materials Sources for Health Occupations Education.

Iowa State Dept. of Public Instruction, Des Moines
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 20p.

*INSTRUCTIONAL MATERIALS; *AUDIOVISUAL AIDS; *HEALTH OCCUPATIONS EDUCATION; *DIRECTORIES; INFORMATION SOURCES

Information lists source, title or subject, and form. Materials appropriate for the various health occupations are included. Forms are films, booklets, pamphlets, kits, books, periodicals, filmstrips, charts, programmed instructions, slides, exhibits, models, transparencies, tapes, videotapes, student and instructor manuals, bibliographies, packets, and reprints. (JK)

VT 005 458 ED 024 779
Love, Robert L.
A Comprehensive Project to Develop a Complete Curriculum in the Area of Medical Records Technician, Including Guidelines for the Development of a Two-Year Collegiate Curriculum for Medical Record Technicians. Final Report.

New York State Agricultural and Technical Coll., Alfred
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.05 OEG-1-7-068302-0205 08
BR-6-8302
Pub Date - Feb68 99p.

*MEDICAL RECORD TECHNICIANS; TECHNICAL EDUCATION; *HEALTH OCCUPATIONS EDUCATION; *CURRICULUM DEVELOPMENT; *CLINICAL EXPERIENCE; *MANPOWER NEEDS; CURRICULUM; CURRICULUM GUIDES; QUESTIONNAIRES; HOSPITALS; MEDICAL CASE HISTORIES; CONTRACTS; GUIDELINES

The objectives of the project were to determine the quantitative need of medical record technicians, to develop a curriculum, and to explore hospitals to be used for clinical experience. Five hundred and three hospitals assumed to be representative of the 7,127 listed by the American Hospital Association responded to a questionnaire. Projected data indicated that 18,304 persons were employed as medical record technicians and that by 1975 there would be a need for 9,810 more. The 2-year curriculum developed on the basis of the hospitals' suggestions consists of medical records science courses dealing with historical aspects, filing, classification systems and coding methods, ethical and legal aspects, specialized responsibilities, principles of organization and management, medical terminology, and machine transcription, general studies courses including English, economics, American government, anatomy and physiology, psychology and human development, other required courses including data processing, computer program, typing, speech, and statistics, and 9 credit hours of electives. A simulated medical record room was developed and actual clinical experiences in large metropolitan and smaller local hospitals were arranged. The report also includes guidelines for curriculum development; the appendix includes survey results, course outlines, a sample hospital contract, a description of summer clinical experience, and a list of cooperating hospitals. (JK)

VT 005 471
Flitter, Hessel H., And Others
Rehabilitative Aspects of Nursing, A Programed Instruction Series. Part I, Physical Therapeutic Nursing Measures, Unit 1, Concepts and Goals.

National League for Nursing, New York, N.Y. Research and Studies Service
DOCUMENT NOT AVAILABLE FROM EDRS.
National League for Nursing, 10 Columbus Circle, New York, New York 10019 ($1.75).
Pub Date - 66 77p.

PROGRAMED UNITS; *PROGRAMED TEXTS; *HEALTH OCCUPATIONS EDUCATION; *NURSING; HOSPITALS; COMMUNITY HEALTH SERVICES; NURSING HOMES; *PHYSICAL THERAPY; *REHABILITATION; NURSES; PRACTICAL NURSES; INSERVICE EDUCATION; INDIVIDUAL INSTRUCTION

This unit for the use of nursing personnel is intended as an adjunct to an inservice education program. Developed by specialists in nursing, physical therapy, medicine, and programed instruction it was tested by small representative samples of the target population and revised many times until an average score of 90 percent or higher was achieved on the post test. Objectives include identifying: (1) the scientific basis for the relationship between prolonged bed rest and development of complications, (2) the functions of the neuromusculoskeletal parts in producing motion, (3) the combination of early signs and symptoms that are precursors of pathological conditions in bedridden patients, (4) initial and advanced changes occurring in the musculoskeletal system as results of disuse, and (5) preventive and restorative measures for diseased or injured body parts. An accompanying panel book supplies illustrations related to the information and questions in the 91 frames of the basic document. VT 005 472 is the second unit of the series. (JK)

VT 005 472
Tate, Barbara L., And Others
Rehabilitative Aspects of Nursing, A Programed Instruction Series. Part 1, Physical Therapeutic Nursing Measures, Unit 2, Range of Joint Motion.

National League for Nursing, New York, N.Y. Research and Studies Service
DOCUMENT NOT AVAILABLE FROM EDRS.
National League for Nursing, 10 Columbus Circle, New York, New York 10019 ($3.25).
Pub Date - 67 193p.

PROGRAMED UNITS; *PROGRAMED TEXTS; *HEALTH OCCUPATIONS EDUCATION; *NURSING; HOSPITALS; COMMUNITY HEALTH SERVICES; NURSING HOMES; *PHYSICAL THERAPY; *REHABILITATION; NURSES; PRACTICAL NURSES; INSERVICE EDUCATION; INDIVIDUAL INSTRUCTION

This unit, the second of the series, is for the use of registered nurses employed in hospitals, public health agencies, and nursing homes, as an adjunct to an inservice program. Developed by specialists in nursing, physical therapy, medicine and programed instruction it was tested by a representative group of 31 members of the target population and revised after each testing until an average group score of approximately 80 percent was achieved on the post-test. The purpose of the unit is to prepare nurses to maintain the functions of the parts of the neuromusculoskeletal system and protect them from disease, injury, and adaptive changes due to disuse, misuse, and abuse. The sections of the units are (1) effects of inactivity, (2) lever systems, (3) joint structures, (4) protecting joint strcutures from misuse, (5) protecting joint structures from disuse, (6) joint movements, and (7) range of joint motion exercises. An accompanying panel book supplies illustrations related to the information and questions in the 265 frames of the basic document. VT 005 471 is the first unit of the series. (JK)

VT 005 562 ED 122 900
Elementary Rehabilitation Nursing Care; A Manual for Nurses and Ancillary Workers in Nursing Homes, Hospitals, Convalescent Facilities, and Public Health Agencies. Public Health Service Publication No. 1436.

Colorado State Dept. of Public Health, Denver. Public Health Nursing Section
Public Health Service (DHEW), Washington, D.C. Division of Nursing
EDRS PRICE MF-$0.50 HC NOT AVAILABLE FROM EDRS.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS2.6/2:N93/10, $.55).
Pub Date - Apr66 103p.

*TEXTBOOKS; *HEALTH OCCUPATIONS EDUCATION; *NURSING; *REHABILITATION; PHYSICALLY HANDICAPPED; OLDER ADULTS; NURSES; *HEALTH PERSONNEL; NURSING HOMES

This guide for teacher and student use presents a comprehensive program of physical rehabilitation for aged and physically disabled patients. Developed by the Public Health Nursing Section, the manual was tested by state health department personnel and persons doing inservice teaching in their respective nursing homes. The program is designed to provide nurses and ancillary workers with a better understanding of the physical, mental, and social needs of patients for the improvement of nursing care, patient morale, and job satisfaction. The first section, "Basic Philosophy and Principles of Rehabilitation Nursing," includes principles of rehabilitation for nursing homes, the nursing home team, rehabilitation nursing, and the relationship of the activities and the rehabilitation nursing areas. The second section, "Principles and Techniques of Rehabilitation Nursing Procedures," covers body alignment, introduction to exercises, normal body motions, passive range of motion exercises, transfer activities, ambulation activities, activities of daily living, skin care, personal hygiene, bowel and bladder training, and general principles in speech and hearing problems. The third section covers "Application of Rehabilitation Nursing in a Specific Disease," including specific care for hemiplegia. Extensive diagrams illustrate techniques and objectives of treatment. Reference resources are listed in the appendix. (JK)

VT 007 346
Films for Use in Preparing for Nursing in Emergency Health Preparedness and National Defense

American Nurses' Association, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 9p.

*FILMS; *RESOURCE MATERIALS; HEALTH OCCUPATIONS EDUCATION; *ANNOTATED BIBLIOGRAPHIES; *NURSING; DIRECTORIES; PROFESSIONAL EDUCATION; *CIVIL DEFENSE

Twenty-five films selected for use in planning educational programs on nursing in emergency situations and available from the Air Force, Army, Navy, or Veteran's Administration are described with sources indicated. Nurse instructors are advised of the need to be aware of laws related to the functioning of health personnel in time of a war emergency. Also included is a listing of 11 film catalogs of interest to nurse instructors with prices and sources. (JK)

HOME ECONOMICS
EDUCATION
SECTION

VT 000 463
Riegel, Margaret, And Others
Revised Personal and Family Relationships Curriculum Guide, Grades 7-12; Homemaking Curriculum Materials Developed by Maine Home Economics Teachers.

Maine State Dept. of Education, Augusta. Bureau of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 272p.

*HOMEMAKING EDUCATION; *FAMILY RELATIONSHIP; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *RESOURCE UNITS; HIGH SCHOOLS

Resource materials for teacher use in planning family living classes, grades 7 through 12, were compiled by a state consultant from teachers' suggestions. The implications of social trends upon the needs of contemporary youth provided guidelines for the curriculum. Preceding each unit is a list of philosophical axioms. Outlines classify the subject matter content according to the topics "Pupil Concerns, Learning Experience, and Desired Learnings." Each unit contains evaluation devices, a bibliography of student and teacher references, tests, and films, and an appendix containing forms, check lists, teaching aids, and methods. Seventh and eighth grade units included: (1) What Am I Like? (2) Making Friends, (3) You and Your Parents, (4) Being a Good Class and Group Member, (5) Sharing Family Work, (6) Getting Along Together, (7) Small Children in the Family, and (8) Grandparents. Ninth and 10th grade units include: (1) Knowing Oneself, (2) Guiding Actions, (3) Social Behavior, (4) Social Maturity, (5) Money Management, (6) Having Friends, (7) Dating, (8) Going Steady, (9) Living Happily with Parents, (10) Sharing Responsibility, and (11) Getting Along with Others. Material which is adaptable to slow or able learners is identified. Advanced level unit topics are: (1) Preparation for Marriage, (2) What Are Successful Family Relationships? and (3) Qualifying for a Mr. or a Mrs. (FP)

VT 000 862
Training Program for Child Care Aides, Suggested Guide.

Kentucky Univ., Lexington. Dept. of Home Economics
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 72p.

*TEACHING GUIDES; *CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; *CHILD CARE OCCUPATIONS; CHILD CARE CENTERS; EDUCATIONAL RESOURCES; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; ENTRY WORKERS

As preparation for girls and women to be child care aides in day care centers, nursery schools, and preschools, this guide suggests experiences in class work, with children, and on the job. The following units are included in the 180-hour course: (1) Infants, (2) Toddlers, (3) Preschoolers, (4) Special Problems, (5) Occupations as Child Care Aide, and (6) Other Occupations. Terms are defined and a block of the course is included. A committee of cooperating mothers is suggested as being helpful in determining course content as well as providing for study. Evaluation is emphasized and the instructor is expected to determine student progress and ability, to screen trainees who are not qualified, and to encourage others to achieve even higher goals. The appendix contains a list of books, bulletins, films and film strips, evaluation devices, survey forms on homemaker needs, and names of organizations from which resource materials may be obtained. (MS)

VT 000 863
Training Program for Clothing Construction Aides. Suggested Guide.

Kentucky Univ., Lexington. Dept. of Home Economics Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 48p.

*TEACHING GUIDES; *CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; EDUCATIONAL RESOURCES; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; *NEEDLE TRADES; ENTRY WORKERS

Suggested experiences for class and laboratory work and on-the-job experiences are suggested for girls and women preparing for positions as clothing construction aides. They are to be trained in the knowledge and skills of constructing, altering, and repairing clothing. Upon completion of training, they work under the direction of qualified, experienced seamstresses in dressmaking shops, department stores, dry cleaning shops, etc. The 180-hour time allotment is only suggested and may be altered. Although the course outline is planned for pupils with some background in home economics with some basic sewing skills, additional time may be needed for supervised work experience. Some unit titles are: (1) Review of Clothing Style and Design, (2) Knowledge and Skills in using Fabrics, Use and Care of Sewing Equipment, (4) Recognition of Quality in Custom and Ready Made Clothing, (5) Basic Skills, (6) Pressing, (7) Hand Sewing Techniques, and (8) Occupational Opportunities. The appendix includes lists and sources of books, bulletins, films and film strips, and some evaluation instruments. (MS)

VT 001 793
Tentative Guides for Gainful Employment Programs in Vocational Home Economics in Child Care Services, Clothing Services, Food Services. Part B.

Oklahoma State Univ., Stillwater
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 150p.

*OCCUPATIONAL HOME ECONOMICS; *CHILD CARE WORKERS; *SEAMSTRESSES; FOOD SERVICE WORKERS; CURRICULUM; PROGRAM PLANNING; CLOTHING MAINTENANCE SPECIALISTS; PROGRAM PLANNING; CURRICULUM GUIDES; TEACHING GUIDES; GRADE 11; GRADE 12

At a university training program, home economics teachers, supervisors, and graduate students developed curriculum materials for teacher use in planning lessons to prepare upper and post-secondary students for gainful employment in child care, clothing, and foods occupations. Instructional materials, an overview of each area, objectives, concepts, generalizations, basic learnings, and experiences and resources are included, as well as a bibliography, film list, forms for observation-work experience-evaluation, and an equipment list. Child care curricula encompass services and facilities, understanding and appreciating children, knowledge and skills in child care, practical experience with children's activities and routines, and developing attitudes, work habits and relationships. Clothing services objectives propose to teach knowledge and skills in alterations, repair, maintenance, construction, textile characteristics, and to develop personal characteristics and an awareness of job opportunities. Food service instruction is planned to develop skills and knowledge in sanitation, quantity food preparation, management, equipment selection use and care, and job orientation. (FP)

VT 002 807
The Generalization Approach to a Unit in Housing.

Denver Public Schools, Colo. Dept. of General Curriculum Services
National Committee for Education in Family Finance, New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Denver Public Schools, Room 307, 414 Fourteenth Street, Denver, Colorado 80202 (no charge).
Pub Date - 63 74p.

*CURRICULUM GUIDES; *HOME MAKING EDUCATION; *TEACHING GUIDES; *CONSUMER ECONOMICS; FAMILY RESOURCES; SENIOR HIGH SCHOOLS; HOME MANAGEMENT; PROBLEM SOLVING

Ideas for a unit based on the concept that a knowledge and understanding of budgeting, credit, buying, and insurance contribute to wise purchasing of housing were developed by a group of local secondary business education and home economics teachers during a workshop. There was no trial or revision. The materials are appropriate for teacher use in planning lessons for senior high school level students, with a suggested time allotment of 6-12 weeks. Lessons emphasize the formation of generalizations and concepts through the use of critical thinking. For each of the areas--budgeting, consumer education, consumer buying, and insurance--a generalization was formulated, several related concepts were developed and supporting materials listed according to desired behavior, main idea, learning experiences, references, and teacher aids. Sample test questions to stimulate and evaluate the student's ability to think and reason, and a bibliography of books, pamphlets, periodicals and films are included in the document. (FP)

VT 002 809
Gower, Elinor S.
The Generalization Approach to Family Economics in the Senior High School Home Economics Curriculum.

Denver Public Schools, Colo. Dept. of General Curriculum Services
MF AVAILABLE IN VT-ERIC SET.
Denver Public Schools, Room 307, 414 Fourteenth Street, Denver, Colorado 80202 ($1.50).
Pub Date - 65 94p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *HOME MAKING EDUCATION; *CONSUMER ECONOMICS; FAMILY RESOURCES; HOME MANAGEMENT; SENIOR HIGH SCHOOLS

Materials which stress the generalizations and concept approach to critical thinking in the areas of family economics were developed for teacher use in planning high school level home economics teachers during a summer curriculum writing project to supplement existing materials. Color-coded units contain a generalization, conceptual components each developed in relation to desired pupil behavior, main idea, and learning experiences. References and aids are listed for each concept and questions to help students form generalizations in their own words. The bibliography lists books, pamphlets, films and periodicals. Subject matter areas of Clothing, Foods, Home Decorating, and Creative Homemaking are organized around the concepts of understanding the problem, values and goals, seeking the facts, and considering the alternatives. (FP)

VT 003 037
Junior High Home Economics for Grades Seven and Eight, A Tentative Curriculum Guide.

Jefferson County Public Schools, Louisville, Ky. Dept. of Supervision and Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Jefferson County Board of Education, 3332 Newburg Road, P.O. Box 18325, Louisville, Kentucky 40218 ($2.00).
Pub Date - 65 114p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; GRADE 7; GRADE 8; BIBLIOGRAPHIES; EVALUATION TECHNIQUES; *ADOLESCENCE

This guide is for teacher use in planning home economics curricula for junior high school level students. Local teachers, supervisors, and teacher-educators developed the guide to meet the needs for upgrading, extending, and enriching which were revealed by a local survey. The tentative materials are subject to revision after teacher evaluation. The content is flexible to permit adjustment to the varying levels of ability and interests of the students. Emphasis has been placed on the development of moral and social values as well as a greater appreciation of the worth of the individual to himself and to society. Activities which provide for self-development and intelligent decision making are included. Characteristics and needs of adolescents are described. Subject matter areas, unit titles and related areas are presented in chart form, and the approximate length of time is recommended for each unit. Units of instruction in foods, clothing, and relationships are outlined for students at both grade levels and a child care unit for grade 7, and a housing unit for grade 8 are included. Evaluation and record forms, check lists, reaction sheets, vocabulary lists, and unit bibliographies of books, booklets, periodicals, films, filmstrips, and records are included. (FP)

VT 004 808
Useful and Gainful Homemaking Education for Secondary, Adult and Area Vocational Schools. Home Economics Bulletin 83, Idaho Vo-Ed No. 83.

Idaho State Board for Vocational Education, Boise. Home Economics Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun67 181p.

*CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; *HOMEMAKING EDUCATION; *TEACHING GUIDES; HIGH SCHOOLS; ADULT VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES

This guide is for teacher use in planning a family life education curriculum which will provide a variety of educational experiences in the use of home economics knowledge and skills for homemaking and for gainful employment in such emerging occupations as child care, housing and home furnishings, foods and nutrition, clothing, family health, and hospitality services. Materials are appropriate for secondary, adult, and out-of-school youth in regular home economics, rehabilitation and retraining classes. They were developed by a committee of teachers and state supervisors, pilot tested in thirty Idaho schools, and revised twice. At the beginning of each teaching unit, the entire concept, generalizations and behavioral outcomes for the total unit are stated. At the end of each unit a bibliography of books, films, filmstrips, pamphlets and bulletins, including addresses are given. Major subject matter areas which are color coded to facilitate use are: (1) Homemaking I, a one-year ninth grade level survey of the field, (2) Child Study, (3) Family Health, (4) Foods and Nutrition, (5) Advanced Clothing, Techniques and Fabrics, (6) Housing and Home Design, (7) Life Management (which includes personal management and consumer education), and (8) Orientation to Occupational Preparation. (FP)

VT 05 016
Being a Housekeeping Aide. Student Manual.

Hospital Research and Educational Trust, Chicago, Ill.
American Hospital Association, Chicago, Ill.
Department of Labor, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Robert J. Brady Company, 130 Que Street, N.E., Washington, D.C. 20002 ($5.00).
Pub Date - 67 288p.

*TEXTBOOKS; *STUDY GUIDES; *OCCUPATIONAL HOME ECONOMICS; *MAIDS; HOSPITAL PERSONNEL; *HOSPITALS; VOCATIONAL HIGH SCHOOLS; COMMUNITY COLLEGES; ON THE JOB TRAINING

Instructional materials for student use in training or retraining for the occupation of housekeeping aide at the vocational high school or community college level were developed by professional consultants. They were tested in a nationwide on-the-job training program and revised according to instructor evaluation and consultants' suggestions. A minimum of 60 hours plus on-the-job training is required for the program. Format of the text features bold print in color, multi-color illustrations of procedures and concepts plus note space. Lesson topics are: Orientation, Principles of Sanitation and Disinfection, Making Movement Count, Basic Cleaning Procedures, Maintaining Floors, Cleaning Other Surfaces, Stain Removal, Controlling Hospital Pests, Cleaning Patient Units, Cleaning Isolation Units, Special Cleaning, Area Cleaning, Care and Upkeep of Housekeeping Equipment, Preventing Acccidents, and Specialized Housekeeping Tasks. A coordinated instructor's guide is available as VT 005 017. (FP)

VT 005 017
Training the Housekeeping Aide. Instructor's Guide.

Hospital Research and Educational Trust, Chicago, Ill.
American Hospital Association, Chicago, Ill.
Department of Labor, Washington, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
Robert J. Brady Company, 130 Que Street, N.E., Washington, D.C. 20002 ($7.00).
Pub Date - 67 223p.

*CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; *MAIDS; HOSPITAL PERSONNEL; *HOSPITALS; VOCATIONAL HIGH SCHOOLS; COMMUNITY COLLEGES; ON THE JOB TRAINING; STUDENT EVALUATION

Curriculum materials for instructor use in planning lessons to train or retrain housekeeping aides at the vocational high school or community college level were developed by professional consultants. They were tested in a nationwide on-the-job training program and revised according to instructor evaluation and consultants' suggestions. A minimum of 60 hours plus on-the-job training is required for the program. Lessons contain objectives, main topics, unit content, and aids and equipment for lecture, demonstration, and discussion. The format features multi-colored illustrations of procedures and concepts plus note space. Lesson topics are: Orientation, Principles of Sanitation and Disinfection, Making Movement Count, Basic Cleaning Procedures, Maintaining Floors, Cleaning Special Surfaces, Stain Removal, Controlling Hospital Pests, Cleaning Patient Units, Cleaning Isolation Units, Special Cleaning, Area Cleaning, Care and Upkeep of Housekeeping Equipment, Preventing Accidents, and Specialized Housekeeping Tasks. Bibliographic sources and a final examination are included. A coordinated manual (VT 005 016) and overhead transparencies are available. (FP)

VT 005 234
Tentative Work Material for Occupational Home Economics Programs.

South Carolina State Dept. of Education, Columbia. Home Economics Education Section
South Carolina Vocational Education Research Coordinating Unit, Clemson
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Dec67 283p.

*CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE WORKERS; *CHILD CARE WORKERS; *CLOTHING MAINTENANCE SPECIALISTS; CURRICULUM DEVELOPMENT; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES; QUESTIONNAIRES; STUDENT EVALUATION

These materials are for teacher use in planning occupational home economics programs to prepare high school, post high school, and adult groups to be child care and food service workers and clothing maintenance aides. They were developed by teachers during an occupational workshop at Winthrop College in June, 1967. Objectives and approximate times are suggested for each program area. Generalizations, learning experiences, teaching materials, and evaluation techniques are listed in tabular form beneath each objective. A reference list is included for each program. Two programs, Plans I and II, are suggested for child care service and waitress training. Other food service curriculum plans are for: (1) general food services, (2) waitress and counter girl or boy, (3) counter boy, cafeteria assistant, waiter or waitress, (4) short order cook and related food services, and (5) food service workers in nursing homes. The appendix includes related forms, questionnaires, and check lists for implementing, maintaining, and evaluating the programs. (FP)

VT 005 765
Norton, Virginia, And Others
Home Economics Curriculum Guide, Grades 8-12.

Panama Canal Division of Schools, United States Schools
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 27p.

*PROGRAM PLANNING; *HOMEMAKING EDUCATION; *SECONDARY GRADES

Program plans for secondary level homemaking education classes are outlined. The materials are classified according to grade levels. Subject matter content and learning experiences are suggested for the areas of clothing construction, personal grooming, child care, personal and family relationships, foods and nutrition, housing, home furnishings and management. A chart suggests time allotment for each unit and level. A correlation plan suggests textbook content to be used at grade 10, 11, and 12, for foods, clothing, and personal development. A similar plan suggests levels and units for use of designated filmstrips. Reference lists of pamphlets, books, and magazines are included. (FP)

VT 006 242
Lutkus, Alice H.
Institutional Food Service Supervision, A Suggested Post-High School Curriculum.

The American Dietetic Assn., Chicago, Ill.
Office of Education (DHEW), Washington, D.C.

MF AVAILABLE IN VT-ERIC SET.
American Dietetic Association, 620 North Michigan Avenue, Chicago, Illinois 60611 ($4.00).
Pub Date - 68 207p.

OCCUPATIONAL HOME ECONOMICS; *TRADE AND INDUSTRIAL EDUCATION; *FOOD SERVICE OCCUPATIONS; PROGRAM PLANNING; *SUPERVISORY TRAINING; *CURRICULUM GUIDES; FOODS INSTRUCTION; FOOD HANDLING FACILITIES; EDUCATIONAL FACILITIES; EDUCATIONAL SPECIFICATIONS; POST SECONDARY EDUCATION; *PROGRAM GUIDES; BIBLIOGRAPHIES

Food service supervisors are in demand in schools, colleges, industrial plants, hospitals, nursing homes, child care centers, children's institutions, and elsewhere. To assist educational planners, school administrators, and advisory committees in planning or developing new programs or evaluating existing training programs in food service supervision, curriculum materials were prepared by the American Dietetic Association. In it were incorporated suggestions offered by special consultants and teachers of food service supervisors, a job description, and a discussion of employment opportunities. Policies such as program planning objectives, use of advisory committees, faculty and facilities, continuing education and evaluation are discussed, and suggested course and work experience outlines, laboratory facilities, texts and references, and a list of laboratory equipment and supplies are included. In addition there are details for organizing a 2-year program and course outlines for foods and nutrition, management courses, and a food service seminar. Supplementary materials include a bibliography of references, journals, and periodicals, visual aids, a glossary of terms and abbreviations, and an appendix containing forms for evaluation of work experience, occupational descriptions, departmental and service flow charts, floor plans, and specifications. (FP)

VT 006 660
Supplement to Advanced Homemaking, B8-A8. An Instructional Bulletin. Publication SC-645.

Los Angeles City Schools, Calif. Div. of Instructional Planning and Services
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 78p.

*HOMEMAKING EDUCATION; GRADE 8; *INSTRUCTIONAL MATERIALS

Supplementary materials for teacher and 8th grade student use were developed by a City Home Economics consultant, tested in eight schools, and revised and circulated. Materials are correlated with the instructional guide, Advanced Homemaking, B8-A8, 1967. Three semester plans are outlined in block form indicating time allotment and subject matter topics. An overall scope of the Los Angeles Junior High School Home Economics courses is provided to facilitate articulation. Materials are designed to develop the major topics: (1) Satisfactions and Challenges of Teen Years, (2) Social Skills in Teen Friendships, (3) Relationships with Young Children, and (4) Helpfulness in Time of Illness. Suggested activities and evaluation sheets for practical home assignments are provided. Guidance for discussion, summaries of information and questions to aid self evaluation are also presented. (FP)

VT 006 713 ED 023 871
Colorado Guide for Teaching Human Development for Home Economics Education, Secondary Adult and Occupations.

Colorado State Board for Community Colleges and Occupational Education, Denver. Home Economics Div.
Colorado State Univ., Fort Collins. Dept. of Vocational Education
EDRS PRICE MF-$0.75 HC-$7.48
Pub Date - Jun68 185p.

*HUMAN DEVELOPMENT; HIGH SCHOOLS; *HOME ECONOMICS EDUCATION; *BEHAVIORAL OBJECTIVES; CONCEPTUAL SCHEMES; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; CHILD DEVELOPMENT; *TEACHING GUIDES

Supplementary instructional materials, following the scope and sequence suggested by the Colorado Program Planning Guide, deal with the study of physiological and psychological growth and maturation for the entire life cycle. Materials were developed by graduate students for junior high through adult level. Concepts of needs, developmental tasks, and the concept of self appear at each grade level, but are designed to provide for progressively greater depth and expansion of the concept. Objectives state the desired and intended kinds and depths of student behavioral changes and the content areas in which the objectives are to operate. Domains are identified and the level reached in each domain is specified. Objectives, generalizations, learning and evaluation experiences are listed in tabular form for Grade 7, Homemaking I, II, III, the Semester Course, family living course, occupations related to human development, parent education, and adult education. An appendix contains teaching aids, a list of developmental tasks, and adolescent goals, and an academic game adapted to maturation and developmental tasks. A bibliography of references and a list of sources of teaching materials are included. (FP)

VT 006 803
Some Resource Materials for Training Programs in Home Economics Related Occupations.

Kentucky Univ., Lexington. Home Economics Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 22p.

*OCCUPATIONAL HOME ECONOMICS; *RESOURCE MATERIALS; AUDIOVISUAL AIDS; BIBLIOGRAPHIES; QUESTIONNAIRES; OCCUPATIONAL SURVEYS; EVALUATION TECHNIQUES

General references for books, bulletins, teacher information, films, filmstrips, playlets, periodicals, charts and tapes are listed alphabetically. Source, length and rental cost are cited for films, filmstrips and playlets. The document also contains some examples of evaluation devices and survey forms for use with orientation units of wage earning programs. (FP)

VT 006 869 ED 023 880
Cozine, June, And Others
A Pilot Study for Gainful Employment in Home Economics. Final Report. Volume III, A Suggested Curriculum Guide for Preparing Clothing Service Workers for Entry Level Jobs.

Oklahoma State University, Stillwater
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$8.05
OEG-4-6-061576-1900 08
BR-6-1576
Pub Date - Aug68 159p.

*SEAMSTRESSES; *CLOTHING INSTRUCTION; *CURRICULUM GUIDES; *TEACHING GUIDES; TEXTILES INSTRUCTION; *OCCUPATIONAL HOME ECONOMICS; GRADE 11; GRADE 12; WORK EXPERIENCE; INSTRUCTIONAL MATERIALS

Curriculum guidelines for teacher use in organizing and teaching a course to prepare 11th and 12th grade students for entry level clothing service occupations were developed as part of a pilot study which is reported in VT 006 870. The 1-year program requires 2 hours daily; a 1-hour lab experience or on-the-job work experience is suggested for the second semester. Content areas are: (1) Introduction to Clothing Services, (2) Garment and Pattern Alterations, (3) Clothing Construction, (4) Clothing Maintenance, (5) Textiles, (6) Specialized Sewing, (7) Home Dress Making, (8) Today's Labor Force, (9) Securing a Job, and (10) Success on the Job. Unit organization is composed of objectives, generalizations, sub-concepts designating experiences, student generalizations and evaluations. Resource materials keyed to each subconcept are included in the units. The document also contains bibliographies of books, pamphlets, films, and supplementary materials for the world of work in clothing service occupations. (FP)

VT 006 870 ED 023 881
Cozine, June, And Others
A Pilot Study for Gainful Employment in Home Economics. Final Report. Volume I.

Oklahoma State University, Stillwater
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.25 HC-$2.15 OEG-4-6-061576-1900 08
BR-6-1576

Pub Date - Aug68 41p.

*OCCUPATIONAL HOME ECONOMICS; *CURRICULUM DEVELOPMENT; *INSTRUCTIONAL MATERIALS; EDUCATIONAL PHILOSOPHY; PILOT PROJECTS; *MATERIAL DEVELOPMENT; *PROGRAM DEVELOPMENT; SEAMSTRESSES; CHILD CARE WORKERS; FOOD SERVICE WORKERS
OKLAHOMA

The major purpose of the study was to develop and test curriculum materials for three entry level gainful employment courses: Child Care Services, Clothing Services, Food Services. A second objective was to formulate recommendations for policies and procedures to follow in initiating and developing gainful employment programs in home economics. The three entry level gainful employment classes were taught by members of the research team at the local high school. During 3 years of operation 100 students completed the training program. Student earnings ranged from none to $941.85, and the total hours of work experience ranged from 14 to 1,129 hours per year. Close and continuous contact was maintained with local school personnel, cooperating employers, members of the home economics department of the Oklahoma vocational program and other state teachers engaged in teaching gainful employment courses. Curriculum materials which were developed, tested and revised are available to prepare students as (1) Child Care Workers (VT 006 871), (2) Clothing Service Workers (VT 006 869), and (3) Food Service Workers (VT 006 872). Recommendations for initiating and developing gainful employment programs in home economics were based on the subjective judgments of the research team and suggestions from other teachers in Oklahoma. Charts listing the survey data and a list of selected references are included in the document. (FP)

VT 006 871 ED 023 882
Cozine, June, And Others
A Pilot Study for Gainful Employment in Home Economics. Final Report. Volume II, A Suggested Curriculum Guide for Preparing Child Care Workers for Entry Level Jobs.

Oklahoma State University, Stillwater
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$4.70 OEG-4-6-061576-1900 08
BR-6-1576

Pub Date - Aug68 92p.

CHILD CARE WORKERS; *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *TEACHING GUIDES; GRADE 11; GRADE 12; WORK EXPERIENCE; *CHILD DEVELOPMENT

Curriculum guidelines for teacher use in organizing and teaching a course to prepare 11th and 12th grade students for entry level child care occupations were developed as part of a pilot study which is reported in VT 006 870. Major emphasis of the program included orientation to the world of work, types of child care services, duties of the child care aide, and needs, growth, development, behavior, and guidance of children. The 1-year program requires 1 hour daily plus 300 hours on-the-job work experience. Content areas are: (1) Overview to World of Work, (2) Today's Labor Force, (3) Securing A Job, (4) Success on the Job, (5) Child Care Services, (6) The Child Care Aide, (7) Basic Needs of Children, (8) Growth and Development of Children, (9) Behavior and Guidance, and (10) Play of Children. Unit organization is composed of objectives, generalizations, sub-concepts designating experiences, student generalizations, and evaluation. Resource materials keyed to each sub concept are included in the units. The document also contains bibliographies of books, pamphlets, films, and supplementary materials for the world of work and child care services. (FP)

VT 006 872 ED 023 883
Cozine, June, And Others
A Pilot Study for Gainful Employment in Home Economics. Final Report. Volume IV, A Suggested Curriculum Guide for Preparing Food Service Workers for Entry Level Jobs.

Oklahoma State University, Stillwater
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$4.85 OEG-4-6-061576-1900 08
BR-6-1576

Pub Date - Aug68 95p.

*FOOD SERVICE WORKERS; *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *TEACHING GUIDES; *FOODS INSTRUCTION; GRADE 11; GRADE 12; WORK EXPERIENCE

Curriculum guidelines for teacher use in organizing and teaching a course to prepare 11th and 12th grade students for entry level food service occupations were developed as part of a pilot study which is reported in VT 006 870. The 1-year program requires 2 hours daily plus 10 hours per week on-the-job work experience. Content areas are: (1) Introduction to Food Services, (2) Sanitation in the Food Industry, (3) Selection, Use, and Care of Equipment, (4) Recipe Use, Packaging, Costs, Receiving and Storing, (5) Quantity Food Preparation, (6) Evaluation, (7) Overview of the World of Work, (8) Today's Labor Force, (9) Securing a Job, and (10) Success on the Job. Unit organization is composed of objectives, generalizations, sub-concepts designating experiences, student generalizations, and evaluation. Resource materials keyed to each sub-concept are included in the units. The document also contains bibliographies of books, pamphlets, films, and supplementary materials for the world of work and food services. (FP)

VT 007 115
Henry, Sarah T., Comp.
Directory of Home Economics Transparencies and Originals Available for Purchase.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr68 17p.

*BIBLIOGRAPHIES; *TRANSPARENCIES; *HOME ECONOMICS EDUCATION; *RESOURCE MATERIALS; AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS

Resource lists of transparencies to aid homemaking teachers in teaching vocational homemaking or occupational training to high school level students were developed by a home economics specialist. Listed transparencies were not reviewed by the author. Eight questions suggested to aid transparency evaluation before purchase consider relevancy, on-approval privileges, cost value, authority and validity, appropriateness of the technique, storage problems, availability of a projector, and teacher adeptness at using transparencies effectively. The directory lists title, number of transparencies plus overlays per title, cost of printed original, and prepared transparency for the subject matter areas of: child development, clothing, food health and safety, housing, management, relationships, occupational training and others. Addresses of transparency sources are listed. (FP)

VT 007 467 ED 026 508
Hillinger, Yvonne M.
When You Go to Work. A Book for the Needle Trades.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
EDRS PRICE MF-$1.00 HC NOT AVAILABLE FROM EDRS.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.00).
Pub Date - Sep68 204p.

*OCCUPATIONAL HOME ECONOMICS; HOMEMAKING SKILLS; *CLOTHING MAINTENANCE SPECIALISTS; *NEEDLE TRADES; CLOTHING INSTRUCTION; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; OCCUPATIONAL CHOICE; *ORIENTATION MATERIALS; SLOW LEARNERS; DEAF EDUCATION

Instructional materials for student use were developed by the author and a state-level committee of teachers to be used in a vocational school for the deaf, slow learner, or near illiterate. The program was tested at the State School for the Deaf. The book presents the non-technical information that the students will need to have as employees. Unit topics are: (1) The Factory, (2) A Good Worker, (3) The Job, (4) Shop Mathematics, (5) Clothing for Women, and (6) Clothing for Men. Objectives are stated for each lesson. Boldly printed vocabulary lists, cartoons, drawings, assignments, as well as forms and facsimiles for employment, interviews, warnings, checks, social security applications, and time cards are distributed liberally throughout. The workbook type format contains answering space. Examplary lesson topics are the production line, paycheck, work habits, grooming, first day on the job, time-piecework, and the yardstick. (FP)

VT 007 524
Herbster, Corene; Heidtbrink, Marilyn, Ed.
A Course in Food and Nutrition (Homemaking IIIx-67). Material for the Student.

Nebraska Univ., Lincoln. Univ. Extension Div. Supervised Correspondence Study Series
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($3.00).
Pub Date - 67 264p.

*CORRESPONDENCE STUDY; *STUDY GUIDES; *HOMEMAKING EDUCATION; *FOODS INSTRUCTION; *NUTRITION INSTRUCTION; SECONDARY EDUCATION; ADULT EDUCATION; WORKBOOKS; SELF EVALUATION

A syllabus for secondary student use in directed study was developed by subject matter and correspondence study course specialists. Subject matter unit topics are: (1) Notes on Nutrition, (2) Management is for You, (3) Planning Makes for A Good Start, (4) Break for Breakfast, (5) The Light Meal, (6) Luncheons, (7) Meat in Your Meals, (8) Planning Your Dinner, (9) Dinnertime, and (10) Entertaining. Each unit contains factual information--illustrated with line drawings, several assignments, textbook references, worksheets, keyed self-check tests, and suggested time allotment. A correlated manual which contains tests for the supervisor to administer is available as VT 007 525. Study and mailing instructions and report forms for home experiences are included in the document. (FP)

VT 007 525
Herbster, Corene; Heidtbrink, Marilyn, Ed.
A Course in Food and Nutrition (Homemaking IIIx-67). Manual for the Supervisor including Form A Tests.

Nebraska Univ., Lincoln. Univ. Extension Div. Supervised Correspondence Study Series
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($.50).
Pub Date - 67 30p.

*CORRESPONDENCE STUDY; *HOMEMAKING EDUCATION; *NUTRITION INSTRUCTION; *ADMINISTRATOR GUIDES; *FOODS INSTRUCTION; SECONDARY EDUCATION; ADULT EDUCATION; ACHIEVEMENT TESTS

A manual for supervisory use with secondary and adult students enrolled in the correspondence study course, Food and Nutrition, (reported in VT 007 524) was developed by subject matter and correspondence study course specialists. Administrative guidelines list specific supervisory duties, student supplies, and a progress chart. Nine unit tests and a final examination are included in the document. (FP)

VT 007 575 ED 024 829
Gould, Grovalynn Foreman
Guidelines for Development and Use of Selected Types of Audiovisual Materials in Home Economics.

DOCUMENT NOT AVAILABLE FROM EDRS.
University Microfilms, Inc., 300 North Zeeb Road, Ann Arbor, Michigan 48106.
Pub Date - Jul68 167p.

*HOME ECONOMICS EDUCATION; *AUDIOVISUAL INSTRUCTION; *AUDIOVISUAL AIDS; TEACHER DEVELOPED MATERIALS; FILMS; QUESTIONNAIRES; BIBLIOGRAPHIES; DOCTORAL THESES; PROGRAMED INSTRUCTION; TRANSPARENCIES; INSTRUCTIONAL AIDS; AUDIOVISUAL PROGRAMS; *GUIDELINES; EDUCATIONAL PRACTICE; STATE SURVEYS; *MATERIAL DEVELOPMENT OKLAHOMA

The study was designed to encourage home economics teachers to use audiovisual materials for more effective classroom communication, and to provide information which would assist them in developing selected types of audiovisual materials. Seventy-eight vocational home economics teachers were questioned to determine audiovisual practices, equipment available and areas of teacher concern. As a result guidelines were developed for the use of slides, overhead transparencies, programmed instruction, and motion pictures. Sample materials in the subjects of foods, child care, and clothing were available on a loan arrangement to teachers who participated in the study. After teachers had used guidelines and the sample materials for slightly more than a semester, a final questionnaire was sent for evaluation. More than half of the teachers used audiovisual materials for motivation, small group instruction, and large group instruction, while less than half used the materials for evaluation and individual instruction. Teacher response indicated that the materials were helpful in updating them on developments on audiovisual instruction and inspiring them to try new methods and materials. Many expressed interest in additional audiovisual instruction through summer or extension courses. A bibliography, the questionnaire, and the guidelines for audiovisual instruction in home economics, are included in the document. (FP)

VT 007 678 ED 025 674
SIECUS Study Guides. Nos. 1-7.

Sex Information and Education Council of United States, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
SIECUS Publications Office, 419 Park Avenue South, New York, New York 10016 ($0.50 ea.).
Pub Date - Jul68 147p.

*FAMILY LIFE EDUCATION; *HOME ECONOMICS EDUCATION; *HEALTH EDUCATION; FAMILY RELATIONSHIPS; *SEX EDUCATION; SEX (CHARACTERISTICS); INSTRUCTIONAL FILMS; ANNOTATED BIBLIOGRAPHIES; HUMAN BODY; *STUDY GUIDES; PERSONAL ADJUSTMENT
SIECUS-SEX INFORMATION AND EDUCATION COUNCIL OF UNITED STATES

A series of eight booklets, entitled Sex Education, Characteristics of Male and Female Sexual Responses, Premarital Sexual Standards, Sexual Relations During Pregnancy and the Post-Delivery Period, Homosexuality, Masturbation, Sexuality and the Life Cycle, and Film Resources for Sex Education were written by medical doctors, sociologists, a psychotherapist, a marriage counselor, and family life and health educators. They are distributed by SIECUS, Sex Information and Education Council of the U.S., a voluntary nonprofit health organization, dedicated to the establishment and exchange of information and education about human sexual behavior. The study guides are intended for use by discussion leaders and individuals interested in intensive self-motivated study. The film resource guide contains a subject index, alphabetical annotated listings of audience (sex-grade), producer and distributor, rental fee, production date, color, sound and viewing time. The other booklets contain discussions of the history, research, social origins and implications of the forementioned areas of human sexuality and summaries and bibliographies. (FP)

INDUSTRIAL ARTS EDUCATION SECTION

VT 000 017 ED 026 449
Padham, Elwood
Industrial Arts and Technology in Maine, A Study of American Industry. A Guide for Secondary Schools in Maine.

Maine State Dept. of Education, Augusta. Bureau of Vocational Education
EDRS PRICE MF-$1.50 HC-$18.15
Pub Date - 65 361p.

*STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; CURRICULUM PLANNING; *SECONDARY GRADES; EDUCATIONAL EQUIPMENT; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIES
*MAINE

This state curriculum guide is for use by industrial arts personnel in grades seven through 12. It was developed by 15 area groups and two summer workshops in a series of steps including proposed outlines, discussion meetings, content and method listings for each grade, and teaching unit development. The contents are organized by grades under these headings: (1) Manufacturing Industries Grades 7, 8, and 9, (2) Manufacturing and Construction Industries Grade 10, (3) Power and Transportation Industries Grade 12. Each section gives general and specific objectives, suggested activities, teacher's approach, and resource materials. Time allotment varies from 2 hours per week in grade 7 to 7 hours per week in grades 11 and 12. The content is designed to expose the average pupil to a wide variety of materials, tools, processes, products, and occupations of modern industry. Supplementary materials include a Suggested Tool and Equipment List for Typical Junior and Senior High School General Shops. (EM)

VT 000 887
The Program of Industrial Arts Education in Kentucky. Educational Bulletin, V. 31, no. 8.

Kentucky State Dept. of Education, Frankfort
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug63 158p.

*PROGRAM GUIDES; *INDUSTRIAL ARTS; *BIBLIOGRAPHIES; *TEXTBOOKS; *CURRICULUM GUIDES; SCHOOL SHOPS; HIGH SCHOOLS; CURRICULUM
KENTUCKY

As a summation of the beliefs and concepts of a number of industrial and practical arts educators, this publication is a useful source of philosophy, curriculum, and teaching procedures for industrial arts education. The contents include: (1) The School Administrator and the Industrial Arts Program, (2) The Meaning and Function of Industrial Arts, (3) The Industrial Arts Teacher, (4) The Industrial Arts Curriculum, (5) Planning and Equipping Industrial Arts Laboratories, (6) Problem Solving, Creativity, and Design, (7) The Comprehensive General Shop for Grades Seven and Eight, (8) General Drafting, (9) General Woodworking, (10) General Metals, (11) Electricity-Electronics, (12) Power Mechanics, (13) Graphic Arts, and (14) General Plastics. The appendix contains chapter bibliographies, equipment lists, instructional aids for the subject areas, and audio-visual aids. (EM)

VT 000 978
Industrial Arts Electricity--Electronics, Grades 7-12.

Texas Industrial Arts Assn.
Texas Education Agency, Austin
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Oct65 60p.

*INDUSTRIAL ARTS; *ELECTRICITY; *ELECTRONICS; *CURRICULUM GUIDES; JUNIOR HIGH SCHOOLS; HIGH SCHOOLS

To help industrial arts teachers in organizing and teaching electricity and electronics, this guide is presented for use in grades 7 through 12. The courses covered are: (1) Introductory Electricity, Grades 7 and 8 (9 weeks), (2) General Electricity, Grades 9-12 (36 weeks), and (3) Basic Electronics, Grades 10-12 (36 weeks). For each of these flexible courses are given description of suitability, organization of the units, recommendations concerning content, suggested topic outline, discussion of suggested facilities and equipment, suggested text list, and suggested student activities. Suggested guides for shop planning and three sample floor plans are also given. (EM)

VT 002 860
American Industry Technical Report, 1965-66.

Stout State Univ., Menomonie, Wis.
MF AVAILABLE IN VT-ERIC SET. OEC-5-85-060
Pub Date - 66 28p.

INDUSTRY; ANNUAL REPORTS; *INDUSTRIAL ARTS; *EXPERIMENTAL PROGRAMS; *CURRICULUM DEVELOPMENT; *INSTRUCTIONAL MATERIALS; PILOT PROJECTS; TEACHER EDUCATION; CURRICULUM; *PROGRAM ADMINISTRATION; PROGRAM EVALUATION; HIGH SCHOOLS
*AMERICAN INDUSTRY PROJECT

This annual report is composed of reports by each of the specialists in the American Industry Project to develop a new curriculum area for the secondary school. Accomplishments in curriculum development included refining the conceptual structure of industrial knowledge, developing objectives and outlines for seven level I student texts, identifying lesson topics for developing an instructor's guide, and maintaining and improving the Curriculum Resource Center. The instructional media personnel selected, developed, and organized suitable audiovisual materials including a film list, illustrations, slides, transparencies, and other materials. Coordinating the participating centers included such activities as preliminary planning, monthly workshops, observation visits, and selection and retention of participating teachers and schools. Work of the pilot teacher education program consisted of reviewing literature, developing a theoretical teacher model, developing an ideal curriculum, preparing outlines for American Industry courses, establishing criteria for student selection, and selecting students for the teacher education program. Activities of the research specialists are grouped into the broad categories of data processing system, presentations to various audiences, development of models for concept areas, and personal development. General comments regarding the year's work are presented by the co-directors. (HC)

VT 006 235
Basic Automobile Mechanics, Central High School, Grades 9 and 10. Curriculum Bulletin Number 256.

Cincinnati Public Schools
MF AVAILABLE IN VT-ERIC SET.
Cincinnati Public Schools, 230 East Ninth Street, Cincinnati, Ohio 45202 ($2.50).
Pub Date - 62 120p.

*AUTO MECHANICS; *AUTO MECHANICS (OCCUPATION); *INDUSTRIAL ARTS; *TRADE AND INDUSTRIAL EDUCATION; *TEACHING GUIDES; GRADE 9; GRADE 10; CURRICULUM GUIDES; TRANSPARENCIES

Developed by teachers and supervisors for use with high school students in vocational classes, this curriculum bulletin may be used in a full-year course meeting 2 hours per day in basic automobile mechanics. The contents include an introductory section and units concerning: (1) Orientation; (2) Engine Construction an Component Parts; (3) Lubrication; (4) Engine Cooling Systems; (5) The Fuel System and Automotive Engine Fuels; (6) Ignition Systems; (7) The Electrical System; and (8) The Power Train. Each unit contains objectives content, vocabulary, suggested teacher activities, suggested pupil activities, evaluation, audio-visual aids, and a bibliography. The appendix contains definitions of basic auto mechanics terminology, sample job sheets, a class progress chart, electrical symbols, a list of related and shop job activities, and charts and diagrams of automobile parts and assemblies. The charts and diagrams are suitable for reproduction as overhead transparencies. (DM)

VT 006 246
Industrial Arts Curriculum Guide for Drafting.

Ohio State Dept. of Education, Columbus
The Ohio Industrial Arts Association, Columbus
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun67 40p.

*STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; *DRAFTING; SECONDARY GRADES; PREVOCATIONAL EDUCATION; RESOURCE MATERIALS; EDUCATIONAL EQUIPMENT

This curriculum guide was developed by teachers, teacher educators, and supervisors for use by "appropriate personnel" in junior and senior high school level drafting programs. Fifteen unit outlines list (1) discussion topics, (2) teaching aids, (3) guidance literature, (4) demonstrations or experiments, (5) suggestions for teaching, (6) textbooks, and (7) an equipment list. (EM)

VT 006 261
Industrial Machinery I. Curriculum Bulletin 273.

Cincinnati Public Schools, Ohio
MF AVAILABLE IN VT-ERIC SET.
Cincinnati Public Schools, 230 East Ninth Street, Cincinnati, Ohio 45202 ($3.00).
Pub Date - 67 132p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *TRADE AND INDUSTRIAL EDUCATION; METAL WORKING OCCUPATIONS; *MACHINE TOOLS; GRADE 10

This curriculum guide is for teacher use in lesson planning for a sophomore course in machine metal working. It was developed by local teachers and supervisors to suggest instructional units and teaching procedures for a beginning course. Three sections provide (1) information on visual aids, substitute teachers, course descriptions, and books, (2) detailed outlines of course content, and (3) examples of pupil organization, assignment sheets, and safety forms. The material is to be used for planning a 1-year course involving shop safety, hand tools, and machine tools. Supplementary materials include 12 metal project plans and a bibliography of 104 films and filmstrips. (EM)

VT 006 262
Electricity I. Curriculum Bulletin 276.

Cincinnati Public Schools, Ohio
MF AVAILABLE IN VT-ERIC SET.
Cincinnati Public Schools, 230 East Ninth Street, Cincinnati, Ohio 45202 ($2.50).
Pub Date - 67 90p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICAL OCCUPATIONS; *ELECTRICITY; GRADE 10

This curriculum guide is for teacher use in lesson planning for a sophomore course covering basic electricity. It was developed by local teachers and supervisors to provide information relating to instructional units and teaching procedures for a basic course. Three sections cover (1) visual aids, substitute teachers, course descriptions, and books, (2) a course outline, and (3) procedures for 18 student experiments. Course units are (1) Introduction to Electricity, (2) Basic Circuits and Measurement, (3) Inductance and Capacitance, (4) Alternating Current and A.C. Circuits, and (5) Reactive Circuits and Resonance. Each experiment sheet gives an objective, required materials, cumulative data, procedural steps, and reference questions. The material is to be used in planning a 1-year course. Supplementary materials include a bibliography of 28 films and filmstrips. (EM)

VT 006 323
Industrial Arts Instructional Guide for Grades K-6. Elementary School Practical Arts. Publication EC-150.

Los Angeles City Schools, Calif. Div. of Instructional Services
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 63 103p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *INDUSTRIAL ARTS; ELEMENTARY GRADES; *STUDENT PROJECTS

This curriculum guide is a revision of a 1953 guide by a local committee of teachers, supervisors, and principals. It is for use by elementary teachers as a practical reference in planning for the integration of industrial arts activities in the daily program of kindergarten through grade 6. The content is organized into these sections: (1) local educational philosophy, (2) knowledge and activity outline, (3) safety outline, (4) basic hand tool operations (illustrated), (5) illustrations and descriptions of tools, operations, and materials, and (6) plans for 50 social science, science, and personal interest projects. (EM)

VT 007 001
Sergeant, Harold A.
Oxy-Acetylene Welding Series; Instruction Book 2.

Washington State Univ., Pullman. Dept. of Education
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 123p.

*PROGRAMED TEXTS; *INDUSTRIAL ARTS; *WELDING; HIGH SCHOOLS; ILLUSTRATIONS; SINGLE CONCEPT FILMS; PROGRAMED INSTRUCTION

This scrambled, programed text is for use by industrial arts students in high school courses. It was developed by the author and was field tested in nine high schools with later revision. Its contents cover making heads with and without filler rods and making corner joint welds. The continuous loop 8mm films, "Beads Without Filler Rod," "Beads With Filler Rods," and "Corner Joint Weld" are available from Hollywood Valley Film Laboratories, Inc., 2704 West Olive Avenue, Burbank, California 91505. An answer booklet may be obtained from the source of availability indicated for the document. A companion text (part 1) is VT 007 002 (AIM, Spring, 1969). (EM)

VT 007 002
Sergeant, Harold A.
Oxy-Acetylene Welding Series; Instruction Book 1.

Washington State Univ., Pullman. Dept. of Education
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 133p.

*PROGRAMED TEXTS; *INDUSTRIAL ARTS; *WELDING; HIGH SCHOOLS; ILLUSTRATIONS; SINGLE CONCEPT FILMS; PROGRAMED INSTRUCTION

This scrambled, programed text is for use by industrial arts students in high school courses. It was developed by the author and was field tested in nine high schools with later revision. The contents cover the safe use of oxyacetylene welding equipment and lighting and adjusting the flame. The continuous loop 8mm films, "Equipment and Safety" and "Lighting and Adjusting Flame" are available from Hollywood Valley Film Laboratory, Inc., 2704 West Olive Avenue, Burbank, California 91505. An answer booklet may be obtained from the source of availability indicated for the document. A companion text (part 2) is VT 007 001 (AIM, Spring, 1969). (EM)

VT 007 263
Smith, Rex M.
Industrial Arts in the Junior High School. A Guide for School Administrators and Teachers.

West Virginia State Dept. of Education, Charleston
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr68 79p.

*PROGRAM GUIDES; CURRICULUM GUIDES; *INDUSTRIAL ARTS; JUNIOR HIGH SCHOOLS; RESOURCE MATERIALS; EDUCATIONAL FACILITIES; EDUCATIONAL EQUIPMENT

This program guide was prepared at the request of the West Virginia Board of Education under the direction of a committee composed of the state supervisor of industrial arts and college department chairmen. It is for use by school administrators and industrial arts teachers concerned with junior high programs. Major sections are titled: (1) A Comprehensive Program of Industrial Arts for the Junior High School, (2) Operational Policy, (3) Recommended Standards for Industrial Arts Facilities, (4) National Defense Education Title III, (5) Material for the Resource Center, (6) Inventory and Service Index, and (7) Suggested Listing of Tools and Equipment. (EM)

VT 007 388
Harnack, Richard B.
Technology for Children Project. Recommended Procedures for Safety and Use of Hand Tools in the Elementary Classroom.

New Jersey Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 17p.

*GUIDELINES; *SCHOOL SAFETY; *INDUSTRIAL ARTS; *ELEMENTARY GRADES; *HAND TOOLS; SAFETY EDUCATION; ACCIDENT PREVENTION
*PROJECT TECHNOLOGY FOR CHILDREN

This manual was developed for use by teachers in the Technology for Children Project. It was prepared by the author and is considered to be a guide to the safe use of equipment and materials in an elementary education activity program focusing on industrial or technological equipment, processes, and materials. It provides guidelines relative to general safety and safe use of hand tools, power tools, materials, and electricity. (EM)

VT 007 807
How to Use Taps, Dies and High Speed Steel Drills.

Hanson (Henry L.) Co., Inc., Worcester, Mass.
MF AVAILABLE IN VT-ERIC SET.
Henry L. Hanson, Co., Inc., 25 Union Street, Worcester, Massachusetts 01608 (without charge).
Pub Date - 68 16p.

*RESOURCE MATERIALS; *INDUSTRIAL ARTS; *HAND TOOLS; EQUIPMENT UTILIZATION
*THREADING

This booklet was developed by a manufacturer to provide basic information on threading taps and dies and twist drills. It is for use by students or teachers in appropriate courses dealing with metal work. Directions for proper use, nomenclature, and descriptive information are given. Also included are tap drill size charts. The booklet is 5" x 8" and is illustrated. (EM)

TRADE AND
INDUSTRIAL EDUCATION
SECTION

VT 000 101
Nittoli, Anthony A.; Poniatowski, Stephen J.
Carpentry I, House Framing.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
Rutgers State Univ., New Brunswick, N.J. Vocational-Technical Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($1.75).
Pub Date - Aug66 198p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; INDUSTRIAL ARTS; *CARPENTRY; HOUSING; HIGH SCHOOLS

This study guide is for student use in a carpentry course devoted to house framing. It was developed by a local carpentry instructor to provide information relevant to the construction of a model house by high school students. Fifty-eight lessons are presented under these topics: (1) Sill Construction, (2) Girders and Columns, (3) Headers, Joists, and Bridging, (4) Framing Floor Openings, (5) Sub-Flooring, (6) Exterior Wall Framing, (7) Interior Partitions, (8) Ceiling Joists and Roof Construction, (9) Special Framing Problems, and (10) Safety. Each lesson gives an objective, technical information, illustrations, an assignment, and study questions. The material is to be used by individual students under teacher supervision for 1 year. Students should be male high school students. The document is profusely illustrated with line drawings and photographs, a bibliography, achievement examinations, and nine technical charts. (EM)

VT 000 431
Machine Design Technology, A Suggested Two-Year Post-High School Program. Engineering Technology Series No. 1.

Illinois Univ., Urbana. Engineering Technology Curriculum Advisory Committee
Illinois State Board of Vocational Education, Springfield
MF AVAILABLE IN VT-ERIC SET.
Department of General Engineering, University of Illinois, Urbana, Illinois 61801 (Single copies without charge).
Pub Date - Jan65 71p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MECHANICAL DESIGN TECHNICIANS; TECHNICAL EDUCATION; *POST SECONDARY EDUCATION

This curriculum guide is for use by administrators and teachers in post-secondary 2-year programs for engineering technicians in machine design. It was developed by graduate students under the auspices of subject matter specialists as a guide for planning and developing programs. Included are program guidelines, course outlines, and facility suggestions. Course outlines are given for mechanical drafting, materials of industry, technical mathematics, communications, technical physics, orientation, mechanisms, manufacturing processes, technical reporting, hydraulics and pneumatics, machine design, strength of materials, economics of industry, metallurgy and heat treatment, design projects, American institutions, industrial organization and operations, psychology, and human relations. Each outline includes: (1) credit hours, (2) course description, (3) instruction procedure, (4) content outline, and (5) suggested texts and references. Teachers should be technically competent and professionally active and students should have completed one physical science, two mathematics, and three English units before starting the program. (EM)

VT 000 550
Roark, William F.; Plummer, Harry C.
Bricklaying Vocational Training, Instructor's Guide.

Structural Clay Products Inst., Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May65 30p.

*TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *BRICKLAYERS; *BRICKLAYING; GRADE 11; GRADE 12; ANSWER KEYS; GROUP INSTRUCTION

This curriculum guide was developed for use in course planning by teachers of bricklaying courses. It was prepared by teachers of vocational courses in grades 11 and 12. The 11 units are correlated with the "Student's Textbook" (VT 006 973), the "Study Guide" (VT 000 551), and "Trade Projects" (VT 006 974). These units are (1) Brick and Bricklaying, (2) Tools and Equipment, (3) Brick, Mortar, and Metal Ties, (4) Essentials of Good Masonry Construction, (5) Bond, Pattern, and Texture, (6) Reinforced Brick Masonry, (7) Wall Types, (8) Chimneys and Fireplaces, (9) Arches, (10) Floors and Pavements, and (11) Estimating Clay Masonry. Each unit gives objectives, teaching aids, references, and lesson guidelines. The latter are based on the four-step teaching method. Teachers should be qualified bricklayers. The course length is 1,200 hours. Supplementary materials include answers to 11 assignment sheets, a list of teaching aids, and a bibliography of pertinent "Technical Notes." (EM)

VT 000 551
Roark, William F.; Plummer, Harry C.
Bricklaying Vocational Training, Study Guide.

Structural Clay Products Inst., Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May65 45p.

*STUDY GUIDES; *WORKBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *BRICKLAYERS; *BRICKLAYING; GRADE 11; GRADE 12

This study guide is for student use in vocational bricklaying courses in the senior high school. It was developed by teacher educators and pilot tested in three schools. The contents are 11 assignment sheets keyed to the units in "Bricklaying Vocational Training--Student's Textbook," (VT 006 973). Each assignment sheet includes objectives, reference, study questions, and problems. Answers to items on the assignment sheet are given in the "Instructor's Guide" (VT 000 550). "Trade Projects" (VT 006 974) is also related. (EM)

VT 000 706
Electric Lineman, Learner's Manual - Series 100.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
ELTL-8
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.82).
Pub Date - 66 207p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ADULT VOCATIONAL EDUCATION

This study guide is for use by students employed as electrical linemen. It was developed by a state and national committee and subject matter specialists. A series of 45 job training procedures and 54 assignment sheets is designed to assist the beginning lineman in learning the proper job procedures and the related technical information of the line craft. A recommended step-by-step procedure with safety precautions and key points for its completion is given for each job. Each assignment sheet provides a study guide to the most essential information from the assigned references. The job procedures include such jobs as (1) handling poles, (2) digging pole holes, (3) framing poles, (4) installing anchors, (5) splicing conductors, and (6) installing meters and services. A list of tools and equipment contains photographs and brief notes about their use. Other documents are VT 000 708, VT 000 710, and VT 000 712. (PA)

VT 000 708
Electric Lineman, Learner's Manual-Series 200

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
ELTL-9
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.88).
Pub Date - 58 231p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ADULT VOCATIONAL EDUCATION

This study guide is for use by students employed as electrical linemen. It was developed by a state and national committee and subject matter specialists. A series of 55 job training procedures and 56 assignment sheets is designed to assist persons in learning the proper procedures and the related technical information of the line craft. A recommended step-by-step procedure with safety precautions and key points for its completion, are given for each job. The assignment sheets provide study guides for the most essential information based on the assigned references. The jobs include (1) grounding of trucks, (2) digging holes by mechanical means, (3) pole climbing techniques, (4) installing crossarms, (5) tying in conductors, and (6) installing protective grounds. Other related documents are VT 000 706, VT 000 710, and VT 000 712. (PA)

VT 000 710
Electric Lineman, Learner's Manual - Series 300.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
ELTL-10
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
Pub Date - 66 137p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ADULT VOCATIONAL EDUCATION

This study guide is for use by students employed as electrical linemen. It was developed by a state and national committee and subject matter specialists. A series of 21 job training procedures and 29 assignment sheets was prepared to assist persons in learning the proper job procedures and the related technical information of the line craft. For each job, there is a recommended step-by-step procedure along with safety precautions and the key points for its completion. Each assignment sheet provides a study guide for the most essential information based on the assigned references. Training procedures are given for such jobs as (1) pole top rescue, (2) sagging conductors, (3) installing transformers, (4) lightning arresters, (5) switches, (6) installing regulators, and (7) energizing and de-energizing lines. Other related documents are VT 000 706, VT 000 708, and VT 000 712. (PA)

VT 000 712
Electric Lineman, Learner's Manual - Series 400.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
ELTL-11
Ohio Trade and Industrial Education Service, Industrial Materials Laboratory, Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.75).
Pub Date - 62 201p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ADULT VOCATIONAL EDUCATION

This study guide is for use by students employed as electrical linemen. It was developed by a state and national committee and subject matter specialists. Training procedures for 30 jobs and 41 assignment sheets were prepared to assist a person in learning the proper job procedures and the related technical information of the line craft. For each job, there is a recommended step-by-step procedure plus safety precautions and key points for its completion. Each assignment sheet provides a study guide for essential information based on the assigned references. Procedures cover such jobs as (1) testing for polarity, (2) use and operation of the transit, (3) installing capacitor, (4) substation operation, (5) trouble shooting, (6) testing, and (7) moving the energized pole line. Other related documents are VT 000 706, VT 000 708, and VT 000 710. (PA)

VT 000 720
Leadership in Discussion Techniques for Supervisory Personnel, Leader's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
STIM-6
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($2.80).
Pub Date - 64 162p.

TEACHING GUIDES; TRADE AND INDUSTRIAL EDUCATION; SUPERVISORS; *GROUP ACTIVITIES; GROUP RELATIONS; ADULT VOCATIONAL EDUCATION; *SUPERVISORY TRAINING

The purpose of this manual is to aid in training executive and supervisory personnel in the techniques and procedures of conference leadership techniques in adult vocational courses. It was developed for use by the adult education instructor. The course consists of seven 2-hour sessions covering units titled: (1) Presentation of Foundation in Discussion Techniques, (2) The Four Step Method and Outlining the Conference, (3) Practice Demonstrations, (5) Panel, Buzz Groups, Circular Discussion, and Discussion "66", (6) Visual Aids, Seminar, Role Playing, and Symposiums. The extensive appendix gives sample lesson plans for several conference types and 35 handout items. A packet of 20 letter size visual aids, and 53 cardboard labels for use on a flannel board are available only when ordered from Ohio Trade and Industrial Service. (EM)

VT 000 732
Bricklaying II, Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
BRLM-2
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University,
1885 Neil Avenue, Columbus, Ohio 43210 ($2.00).
Pub Date - 65 149p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *BRICKLAYERS; ADULT VOCATIONAL EDUCATION; *APPRENTICESHIPS

This study guide was developed by a committee of curriculum specialists to assist the apprentice in the mastery of the related technical knowledge for the bricklaying trade. The material is especially constructed for the first 2 years of apprenticeship training and has been tested and revised. Assignment objectives, reading references, background information, and questions are given in 21 topic areas to direct the apprentice to the important and essential information. Some of the topics are (1) Fireplace, (2) Chimneys, (3) Glass Blocks, (4) Arches, (5) Moisture Proof Walls, (6) Brick Veneer, and (7) Blueprint Reading. The assignment sheets are supplemented with line drawings and photographs, and comprehensive reviews are spaced throughout the assignments to provide a check on individual progress and ability. The material may be used by students who are employed in or planning to enter the bricklaying trade, on an individual or group basis under the direction of a journeyman bricklayer. An answer book "Bricklaying II, Answers" may be obtained from the source of availability indicated for the document. (HC)

VT 000 762
Methods of Evaluation and Recording Student's Progress. Study Guide 31.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-31
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University,
1885 Neil Avenue, Columbus, Ohio 43210 ($1.50).
Pub Date - 73p.

*STUDY GUIDES; TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *STUDENT EVALUATION; *STUDENT RECORDS; EVALUATION CRITERIA; EVALUATION METHODS; ACHIEVEMENT RATING; RATING SCALES

This unit study guide is for use by trade and industrial teachers during their early years of teaching and focuses on student records and evaluation. Teacher educators developed the guide after trial use of the material. It contains: (1) an introduction, (2) characteristics for consideration in construction or selection of rating scales and progress charts, (3) references, (4) interpretation and recording techniques pertinent to rating scales and progress charts, (5) uses and values of rating scales, (6) uses and values of progress records, and (7) an assignment. Examples of 12 rating scales and 20 rating charts are given. Five required references and eight supplemental references are listed. (EM)

VT 000 763
Developing and Using Objective Tests. Study Guide 32.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-32
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University,
1885 Neil Avenue, Columbus, Ohio 43210 ($.90).
Pub Date - 49p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *OBJECTIVE TESTS; *TEST CONSTRUCTION; TEST ADMINISTRATION; TEST INTERPRETATION; TEST SELECTION; TEACHER EDUCATION

This unit study guide is for use by trade and industrial teachers during their early years of teaching and was developed by teacher educators after trial use of the material to improve the development and use of objective tests. Contents include an introduction, reference list, a study and discussion outline, and assignments. The outline includes:(1) The Requirements of a Good Test, (2) Tests as Teaching Devices, (3) Making Tests Functional, (4) Kinds of Testing, (5) Criteria for Selecting Types of Tests, (6) Proper Use of Tests, (7) Construction of Informal Tests, (8) Administering and Scoring Tests, and (9) Interpreting Test Scores. The appendix contains information on the analysis of types of questions and tests, and samples of tests. (EM)

VT 000 766
Equipment Selection, Shop Design and Layout. Study Guide 39.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-39
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University,
1885 Neil Avenue, Columbus, Ohio 43210 ($.25).
Pub Date - 34p.

FACILITY GUIDELINES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; TRADE AND INDUSTRIAL TEACHERS; *STUDY GUIDES; *SCHOOL SHOPS

The purpose of this unit study guide is to help the trade and industrial teacher make investigations before and during the planning and laying out of vocational shops and all related facilities. Development was by teacher educators after trial use of the material. It includes an introduction, references, course outline, assignments, and a suggested guide for the housing and layout of school shops. (EM)

VT 000 767
Equipment Selection, Trade Technology Laboratory Design and Layout. Study Guide 40.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-40
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University,
1885 Neil Avenue, Columbus, Ohio 43210 ($.35).
Pub Date - 26p.

*STUDY GUIDES; *TEACHER EDUCATION; *FACILITY GUIDELINES; *TRADE AND INDUSTRIAL EDUCATION; TRADE AND INDUSTRIAL TEACHERS; *SCHOOL SHOPS

The purpose of this unit study guide is to provide a basis for equipment selection and shop layout and design for the trade and industrial teacher who is planning either to rearrange or to set up a new shop. It was developed by teacher educators after trial use of the materials. Background information, related readings, a study and discussion outline, and an assignment which reinforces learning are given. The outline covers the basic plan of operation, equipment and facilities requirements, facilities for individual and group instruction, provisions for care and storage of apparatus, and selection and evaluation of laboratory equipment. (EM)

VT 000 768
Conference Leadership Training. Study Guide 42.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-42
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.20).
Pub Date - 69p.

*STUDY GUIDES; *TEACHER EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; TRADE AND INDUSTRIAL TEACHERS; *LEADERSHIP TRAINING; *SUPERVISORY TRAINING

The purpose of this unit study guide is to acquaint supervisors and trade and industrial teachers with the use of the conference technique, both in and out of the classroom, under the supervision of the teacher trainer. It was developed by teacher educators after trial use of the materials. Background information, related readings, and an assignment are given for these topics: (1) Background of the Conference Method, (2) The Conference Leader, (3) Setting Up the Program, (4) The First Conference, (5) Conference Types and Steps, (6) The Use of the Question, (7) The Outline and Its Use in a Conference, (8) The Practice Conference, (9) The Use of the Chart or Blackboard, and (10) The Minutes or Conference Report. (EM)

VT 000 769
Approved Supplemental Work Experience. Study Guide 43.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-43
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.20).
Pub Date - 16p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; TRADE AND INDUSTRIAL TEACHERS; *WORK EXPERIENCE; TEACHER EDUCATION; *INSERVICE TEACHER EDUCATION; WORK EXPERIENCE PROGRAMS

This unit study guide was prepared to aid the trade and industrial teacher in acquiring added trade experience or special schooling. Development was by teacher educators after trial use of the material. It includes instructor qualifications for trade preparation, reading assignments, and a study and discussion outline covering: (1) Maintaining Trade Competency, (2) Function of a Vocational Program, (3) Experience Evaluating (Procedure), and (4) Gaining Needed Experience. Sample forms are given for an experience evaluation chart and the vocational instructor's supplemental work experience report. (EM)

VT 000 770
Methods of Keeping Up-To-Date in the Trade. Study Guide 44.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
TISG-44
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($.25).
Pub Date - 20p.

*STUDY GUIDES; *TEACHER EDUCATION; *WORK EXPERIENCE; *TRADE AND INDUSTRIAL EDUCATION; TRADE AND INDUSTRIAL TEACHERS; *JOB SKILLS

Designed to accompany the course, "Techniques of Improving Trade Skills and Technology," this unit study guide can be used by trade and industrial teachers who have not had trade contact for a number of years and those who wish to extend their trade skills and knowledge. Development was by teacher educators after trial use of the material. It furnishes an introduction, reading assignments, a study and discussion outline which covers the Relationship of the Instructor to Course Content, Methods of Keeping Up-to-Date in the Trades, and an assignement to reinforce learning. (EM)

VT 000 786
Hospital Housekeeping, Instructor's Guide. A Manual of Procedures for Developing an Organized Training Program for Housekeeping Personnel.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
HHIG-1
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($2.50).
Pub Date - 66 102p.

*TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MAIDS; *HOSPITALS; ADULT VOCATIONAL EDUCATION; MAINTENANCE; JOB SKILLS

One of the resources provided hospital personnel attending Hospital Housekeeping Instructor Training Workshops in Ohio was this guide which, along with a study manual, is to be used in coordination with the four-step method of instruction, skill inventory, and job breakdown. It includes an outline for developing a hospital housekeeping training program, details of program development, sample reports and forms, and hospital policies and employee responsibilities. There are also job training procedure sheets for 43 housekeeping procedure, such as cleaning vacuum cleaners, cleaning wet mops, operating scrubbing machines, dry cleaning walls and acoustical ceilings, and making a dormitory bed. These procedure sheets include introductory information, tools needed, safety practices where applicable, steps of procedure, and key points of procedure. A bibliography for the supervisor is included. Also available is a packet containing 10 copies of The Skill Inventory Sheet and 50 copies of Individual Employee Records shown in the guide. (JK)

VT 01 287
Mine Maintenance.

West Virginia State Dept. of Education, Charleston. Bureau of Vocational, Technical and Adult Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 29Apr66 42p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MACHINE REPAIRMEN; *EQUIPMENT MAINTENANCE; HIGH SCHOOLS; EDUCATIONAL EQUIPMENT; *MINING INDUSTRY

This course outline was developed by a vocational instructor with the aid of an advisory committee for use in secondary schools offering courses for mine maintenance mechanics. Course units are (1) Industrial Electricity, (2) Lubrication, (3) Welding, (4) Mechanical Parts, (5) Hydraulics, and (6) Basic Pneumatics. Also included is an equipment list which gives prices, a suggested floor plan, and a bibliography of texts and teaching aids. (EM)

VT 001 294
Trade, Industrial, Technical Library List.

Washington State Board for Vocational Education, Olympia. Trade and Industrial-Technical Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun65 71p.

*BIBLIOGRAPHIES; *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *TEXTBOOKS

This list is divided into three parts: (1) texts categorized by occupational areas in the "Dictionary of Occupational Titles," (2) course outlines, and (3) an alphabetical list of publishers. Dates on the texts range from 1903 to 1965. The outlines are not dated. Texts are given for 75 occupations and course outlines for 92 occupations. (EM)

VT 001 418
Taylor, Richard
Course Outline for a Post High School Technical Drafting Program.

Kansas State Coll. of Pittsburg
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 1Sep66 78p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *DRAFTING; POST SECONDARY EDUCATION

This curriculum guide is for teachers of post-secondary drafting courses for planning purposes. It was developed by a committee of teachers to provide an outline for a 2,160 hour course. The outline for the first year contains 18 drafting units and 18 related units. The second year's outline contains 10 drafting and 10 related units. Some of the unit titles are: (1) Precision Dimensioning, (2) Surface Intersection and Development, (3) Welding Drawings, (4) Gears and Cams, (5) Mensuration, (6) Essentials of Trigonometry, (7) Reproduction Processes, (8) Elements of Architecture, (9) Tool and Die Design, (10) Aircraft Drawings, (11) Vector Geometry, (12) Strength of Materials, and (13) Fluid Physics. A bibliography of 30 references is included. (EM)

VT 002 000
Minor Court Procedure Manual.

Pennsylvania State Dept. of Public Instruction, Harrisburg. Public Service Inst.
Minor Judiciary Training Advisory Committee
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 103p.

*RESOURCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *GOVERNMENT EMPLOYEES; *COURT LITIGATION; COURT DOCTRINE; ADULT VOCATIONAL EDUCATION; INSERVICE PROGRAMS; COURT ROLE
PENNSYLVANIA

This reference manual was developed by the Public Service Institute and an advisory committee for use by teachers and students in courses covering minor judiciary work. Chapter headings are (1) Divisions of Government and Constitutional Rights, (2) Minor Court Procedures, (3) Review of Civil Law, (4) The Courtroom, (5) Jurisdiction of the Minor Judiciary, (6) Hearings, (7) Decisions, (8) Complaint Forms Used in Traffic Court, and (9) Practice and Procedure in Motor Vehicle Cases. Each chapter presents a summarized presentation on the title topic. Students should be employed in minor judiciary work and teachers should have had 6 years of such experience. This 60-hour course was designed for use in Pennsylvania. (EM)

VT 002 640
Handbook for School Bus Drivers. Bulletin 649.

Texas Education Agency, Austin
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 53p.

*MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *DRIVER EDUCATION; *BUS DRIVERS; SCHOOL BUSES; ADULT VOCATIONAL EDUCATION

The main purpose of this handbook is to recommend practices which should result in more efficient and safe school bus operation. It is for use by school administrators and drivers. Major topics are: (1) Qualifications of the Bus Driver, (2) Improving Bus Driver Performance, (3) What School Bus Drivers May Expect from Others, (4) Traffic Signs, (5) Preparing for the Day's Run, (6) Safe Stop for Loading and Unloading, (7) Some Facts About School Bus Accidents, (8) Three Causes of Accidents, (9) A Defensive Driver, (10) Readiness for Emergencies, and (11) Certain Legal Provisions Which Apply to School Bus Drivers. Also given is a self administered performance check sheet and an index to relevant sections of Vernon's Civil Statutes and Penal Code of Texas. (EM)

VT 004 795
Pedrotti, Elizabeth
The California Court System. California State Peace Officers' Training Series 77.

California State Dept. of Education, Sacramento. Junior Coll. Services
MF AVAILABLE IN VT-ERIC SET.
California State Dept. of Education, 721 Capitol Mall, Sacramento, California 95814 ($1.15).
Pub Date - 67 81p.

*STATE POLICE; COURT ROLE; *COURTS; *REFERENCE MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; COURT LITIGATION;
LAW ENFORCEMENT
*CALIFORNIA

One of the most important areas in the California Peace Officers' Training Program involves the organization and function of the judicial system. Information contained in this publication was obtained from judges and justices of the courts, various libraries, State Senate Reports, State Senate and Assembly Journals, Judicial Council reports, State Supreme Court reports, United States Supreme Court reports, and various other sources. The book begins with a brief history of the California State Constitution, and then proceeds to a study of the judicial system--the State Supreme Court, Judicial Council, State Senate, superior courts, municipal courts, and justice courts. This is followed by a review of the major state and city hearing boards, juries, and other court matters. (PS)

VT 005 177
Kiray, Leslie M.; Baxel, George H.
Structural Drawing Manual.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
Rutgers, The State Univ., New Brunswick. Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.00).
Pub Date - Jul68 193p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *DRAFTSMEN; BUILDING DESIGN; *STRUCTURAL BUILDING SYSTEMS;
POST SECONDARY EDUCATION; TECHNICAL EDUCATION

This guide is for student use in beginning and advanced architectural drafting courses for structural draftsmen in secondary or technical schools. It was developed by an individual to exemplify current structural practice in domestic structural design and building layout. Chapters cover (1) Foundation Construction, (2) Structural Steel Columns and Walls, (3) Steel Beams and Trusses, and (4) Roofing Materials and Construction. Each of the 18 units provides descriptive and technical data, illustrations, and review questions. The material is to be used by individual students under teacher supervision for 1 year. The document is printed with line drawings, photographs, and specification tables and includes a bibliography of eight related references. This guide should be used with the "Manual of Steel Construction" (6th edition) by the American Institute of Steel Construction, which provides other essential data. (EM)

VT 005 488
Robertson, Von H.
Suggested Course Outline for Vocational Automotive Mechanics.

New Mexico State Dept. of Vocational Education, Santa Fe. Trade and Industrial Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 94p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); HIGH SCHOOLS

This curriculum guide is for teacher use in planning or improving a 1,080 hour high school course for auto mechanics. It was developed by an instructor with the advice of teacher educators. Fourteen lesson plans, 14 job sheets, six assignment sheets, four operation sheets, two information sheets, and one test cover portions of the topical outlines of the two year course. The teacher should have trade experience. Supplementary materials include a parallel list of shop assignments and related instruction topics, steps in developing a course of study, a progress chart, a text and reference bibliography, a source list of audio visual aids, and a list of tools and equipment. (EM)

VT 005 554
Introduction to Firefighting.

North Carolina State Board of Education, Raleigh. Vocational Technical Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr67 10p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *FIRE FIGHTERS; FIRE SCIENCE EDUCATION; ADULT
VOCATIONAL EDUCATION

This course outline is for teacher use in course planning fire service instruction in new fire departments where firemen must be trained as quickly as possible, and in departments that have been active not more than 2 years and have had no formal training. It was developed by a fire service consultant and tested in fire service classes. The 16 units present estimated hours and subtopics for the instructor's planning. Representative units are (1) Forcible Entry Practices, (2) Fire Stream Practices, (3) Ventilation Practices, (4) Protective Breathing Equipment, (5) Firefighting Procedures, and (6) Course Postmortem. The sequence of the units within the 42 hours allotted for the course should be arranged according to the needs established by the local fire chief and instructor. Although no textbooks are required for the course, a list of references is provided for the instructor's use. The teacher should be experienced in fire service training, and the students should be employed or volunteer firefighters. (HC)

VT 005 866
Suggested Course Outline for Vocational Machine Shop.

New Mexico State Dept. of Vocational Education, Santa Fe. Trade and Industrial Div.
MF AVAILABLE IN VT-ERIC SET.
Trade and Industrial Division, Department of Vocational Education, State Department of Education,
139 South Castillo Street, Santa Fe, New Mexico 87501 (single copies without charge).
Pub Date - 193p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *MACHINE TOOL
OPERATORS; HIGH SCHOOLS; RESOURCE MATERIALS

This curriculum guide is for teacher use in course planning for the machine trades occupational cluster in secondary schools. It was developed by a committee of trade teachers as a part of a curriculum project and is designed to provide the skill and knowledge necessary for the students to enter the trade as production workers, apprentices, or machinist helpers. The course is 2 years or 1080 hours in length and each year is divided into nine units, including (1) Orientation and Safety, (2) Applied Subjects, (3) Measuring Devices, (4) Bench Work, (5) Drill Press, (6) Grinders, (7) Lathe, (8) Shaper, and (9) Milling Machine. Optimum time allotments are given for each unit. Unit Nine has been completely developed in a course of study pattern including lesson plans, project or job sheets, operation, assignment, information, and test sheets. The other units have sufficient instructional materials to indicate the content of the complete course. The students should have ability to understand machine trades work and the instructor should be a high school graduate with trade experience. Supplementary materials include progress charts, suggested projects, and lists of recommended textbooks, audio visual aids, and shop equipment. (HC)

VT 006 179
Rice, J. Wade, Ed.
Technical Aids for Small Business. Annual No. 1.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.11/2:1, $1.00).
Pub Date - 56 237p.

*TRADE AND INDUSTRIAL EDUCATION; *MANUFACTURING INDUSTRY; *REFERENCE MATERIALS; *EQUIPMENT UTILIZATION; MACHINE TOOLS; *EQUIPMENT MAINTENANCE

Technical Aids for Small Business were published first in the summer of 1952 as a biweekly series and the 23 issues through June 1953 are combined in this first annual volume. The subject matter of the aids is grouped into: (1) Operations, (2) Care and Maintenance, and (3) Recent Technical Developments. The chapters are written to be clear, concise, factual, and short enough that busy owners and operators would be able to read them quickly and apply the information they contain. Some of the chapter titles that are contained in this volume are: (1) Precision Measurement of Workpieces, (2) Gaging Tolerances in Machine Shops, (3) Machining Aluminum, (4) Surface Cleaning Techniques, (5) How to Select the Right Grinding Wheel, (6) Proper Alignment of Machine Tools, (7) Taps and Dies, (8) Lengthening Cutting Tool Life, (9) Maintenance of Power Hand Tools, and (10) Titanium. An alphabetical list of reference sources is also included. (MM)

VT 006 180
Rice, J. Wade, Ed.
Technical Aids for Small Business. Annual No. 2.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (SBA1.11/2:2, $.50).
Pub Date - 58 125p.

*TRADE AND INDUSTRIAL EDUCATION; *REFERENCE MATERIALS; *MANUFACTURING INDUSTRY; *EQUIPMENT UTILIZATION; *EQUIPMENT MAINTENANCE

This second annual volume includes 13 Technical Aids for Small Business which were issued between July 1953 and June 1955. The majority were written by authorities in private business and the diversification of authors results in a variety of approaches. Chapter titles are: (1) Economics in Lubrication, (2) Essentials of Good Plant Lubricants, (3) Handling, Storing and Dispensing Lubricants, (4) Care of Hydraulic System, (5) Fire Prevention in Small Business, (6) Preventive Maintenance in the Small Plant, (7) Reducing Costs with Jigs, Fixtures, and Gages, (8) Uses of Templates and Scale Models in Plant Layouts, (9) Reinforced Plastics, (10) Economical Chip Breakers for Machining Steel, (10) Gas Welding of Cast Iron, (12) Inventions: Government-Owned; Registered for License or Sale; Dedicated, and (13) Radioisotopes and Small Business. (MM)

VT 006 226
Latino, Mabel
Mathematics for Cosmetology.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
Rutgers, The State Univ., New Brunswick, N.J., Curriculum Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903.
Pub Date - Jul68 350p.

*TEXTBOOKS; *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *COSMETOLOGISTS; *MATHEMATICS; HIGH SCHOOLS; PRETESTS; ACHIEVEMENT TESTS

This textbook is for student use in the study of mathematics as applied to the operation of a beauty salon business. It was developed and tested by a committee of beauty culture teachers for use in high school cosmetology programs. The material is presented in 52 lessons within the unit topics of (1) Whole Numers, (2) Fractions, (3) Decimals, (4) Percentage, (5) Ratio and Proportion, (6) Measurements, (7) Taxes, (8) Insurance, and (9) Accounts. Each lesson gives the student the objectives, related information, and assignments which are written as practical application problems in the language of the field and are supplemented with sample business forms. The material may be used by high school beauty culture students throughout a 2-year program, and study should be directed by a certified beauty culture or mathematics instructor. Pretests and achievement tests for each unit and a comprehensive final examination are included. (HC)

VT 006 632
Training Manual, Principles of Operation, Maintenance, Air-Cooled Engines.

Automotive Electric Association, Detroit, Mich. Engine Service Inst.
DOCUMENT NOT AVAILABLE FROM EDRS.
TM-6
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($5.45).
Pub Date - 68 164p.

*TRADE AND INDUSTRIAL EDUCATION; *TEXTBOOKS; *ENGINES; RESOURCE MATERIALS; *EQUIPMENT MAINTENANCE; *SMALL ENGINE MECHANICS; ILLUSTRATIONS; MECHANICAL EQUIPMENT; SECONDARY EDUCATION; POST SECONDARY EDUCATION

Developed by representatives of six small engine manufacturers in the United States, this study reference is for a course in small engine repair and overhaul. Teachers should be competent in air-cooled engines and students should have a desire to learn the trade. Units of this 5- to 15-hour course are: (1) Principles of Air-Cooled Engine Operation, (2) Theory of Engine Operation, (3) Service and Maintenance, (4) Troubleshooting, (5) Adjustments, (6) Overhaul, and (7) Storage. The document is illustrated and contains 201 colored illustrations. (DM)

VT 006 633
Technical Training Manual, Transistor Ignition Systems.

Automotive Electric Association, Detroit, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($1.50).
Pub Date - 64 75p.

TEXTBOOKS; TRADE AND INDUSTRIAL EDUCATION; AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS
*TRANSISTOR IGNITION SYSTEMS

This technical manual was developed by a manufacturers technical staff committee for use by students and teachers in auto mechanics courses in trade and vocational schools, high schools and colleges. The content is designed to familiarize the student with automotive transistor ignition systems by these manufacturers: (1) American Bosch, (2) Delco-Remy, (3) Ford, (4) Leece-Neville, (5) Motorola, (6) Prestolite, and (7) Wico. General operating procedures and specific testing procedures are given for a 30-hour course. (EM)

VT 006 634
Training Manual, High Amperage Alternators. (Trucks, Buses, Special Applications, Off the Road Equipment).

Automotive Electric Association, Detroit, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
TM-5
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($2.70).
Pub Date - 67 142p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; ILLUSTRATIONS; EQUIPMENT MAINTENANCE
*ALTERNATORS; VOLTAGE REGULATORS

This technical manual was developed by a manufacturers' technical staff committee for use by students, teachers, and technicians in auto mechanics courses. Its contents cover eight alternators and voltage regulators made by Delco-Remy, Leece-Neville, Motorola, and Prestolite, General operating procedures and specific testing procedures are given. It was designed for a 20-hour course. VT 006 635 covers standard duty alternators. (EM)

VT 006 635
Training Manual, Standard Duty Alternators. (Passenger Car and Light Truck).

Automotive Electric Association, Detroit, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
TM-5
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($2.70).
Pub Date - 67 140p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ELECTRICAL SYSTEMS; ILLUSTRATIONS; EQUIPMENT MAINTENANCE
*ALTERNATORS; VOLTAGE REGULATORS

This technical manual was developed by a manufacturers' technical staff committee for use by teachers, students, and technicians in auto mechanics courses. Its contents cover six alternators and voltage regulators made by these manufacturers: (1) Chrysler, (2) Delco-Remy, (3) Ford-Autolite, (4) Leece-Neville, (5) Motorola, and (6) Prestolite. General operating principles and specific testing procedures are presented for use in a 20-hour course. VT 006 634 covers heavy duty alternators and voltage regulators. (EM)

VT 006 734
Training Manual, Automotive Tune-Up.

Automotive Electric Association, Detroit, Mich.
DOCUMENT NOT AVAILABLE FROM EDRS.
TM-7
Automotive Electric Association, 16223 Meyers Road, Detroit, Michigan 48235 ($1.15).
Pub Date - 68 142p.

*TRADE AND INDUSTRIAL EDUCATION; *ENGINES; *AUTO MECHANICS; *AUTO MECHANICS (OCCUPATION); *TEACHING GUIDES; RESOURCE MATERIALS; ILLUSTRATIONS; SECONDARY EDUCATION; POST SECONDARY EDUCATION

Developed by personnel on the technical staffs of electrical and fuel system component manufacturers, this instructor and student reference is for use in shop classes in auto mechanics. Teachers should have a sound knowledge of auto engine mechanics and students should have a desire and aptitude to learn the mechanics trade. The content includes: (1) Starter Circuit, (2) Compression, Manifolds, Spark Plugs, and High-Tension Cables, (3) Ignition Coil, Primary Circuit, Distributor and Ignition Timing, (4) The Charging Circuit, (5) The Fuel System, (6) Manifold Heat Control, Cooling System, Service and Safety Checks, (7) Alternators (Alternating Current Generators), and (8) Transistor Ignition Systems. A teacher's guide containing the objective of the course, the time required, references for extra study, presentations, and a material and property list is inserted prior to each unit. Objective examination questions are contained at the end of each unit. The document is illustrated and is adaptable for trade and vocational courses in high school and post-secondary institutions. Supplemental media is desirable for use with this unit. (DM)

VT 006 973
Roark, William F.; Plummer, Harry C.
Bricklaying Vocational Training; Student's Textbook.

Structural Clay Products Inst., McLean, Va.
MF AVAILABLE IN VT-ERIC SET.
Structural Clay Products Institute, 1750 Old Meadow Road, McLean, Virginia 22101 ($1.00).
Pub Date - Feb68 72p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *BRICKLAYERS; *BRICKLAYING; GRADE 11; GRADE 12; ILLUSTRATIONS; GLOSSARIES

This textbook is for study use in vocational bricklaying courses at the senior high level. It was developed by teacher educators and has been revised several times over a 20-year period. The 11 units are (1) Brick and Bricklaying, (2) Tools and Equipment, (3) Brick, Mortar, and Metal Ties, (4) Essentials of Good Masonry Construction, (5) Bond, Pattern, and Texture, (6) Reinforced Brick Masonry, (7) Wall Types, (8) Chimneys and Fireplaces, (9) Arches, (10) Floors and Pavements, and (11) Estimating Clay Masonry. It is designed for approximately 500 hours of instruction. The teacher should be a certified bricklayer-instructor. "Instructor's Guide" (VT 000 550), "Study Guide" (VT 000 551), and "Trade Projects" (VT 006 974) are related documents. Supplementary materials include a glossary of terms and a discussion of methods for cleaning masonry products. (EM)

VT 006 974
Roark, William F.; Plummer, Harry
Bricklaying Vocational Training: Trade Projects.

Structural Clay Products Inst., McLean, Va.
MF AVAILABLE IN VT-ERIC SET.
Structural Clay Products Institute, 1750 Old Meadow Road, McLean, Virginia 22101 ($.90).
Pub Date - Feb68 125p.

*STUDY PROJECTS; *TRADE AND INDUSTRIAL EDUCATION; *BRICKLAYERS; *BRICKLAYING; GRADE 11; GRADE 12

This loose leaf folder of 61 masonry and bricklaying project sheets is for student use in vocational courses at the senior high level. It was developed and revised by teacher educators over a 20-year period. Typical project plans are: (1) An 8" Wall in Common Bond, (2) A 4" Return Corner, (3) 10" Cavity Wall, (4) Masonry Bonded Hollow Wall, (5) A 12" x 16" Hollow Brick Pier, (6) Pipe Chases, (7) Wall with 3 Corbel Courses, (8) Plumb or New York Blocking, (9) A Battered Face Pilaster, and (10) Flemish Bond Wall. These projects were designed for use with VT 000 550, VT 000 551, and VT 006 973. (EM)

VT 007 139
Dempster, Chalmer T.; Springle, Donald C.
Basic Comfort Heating Principles.

Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903.
Pub Date - Sep68 155p.

*STUDY GUIDES; *TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; SHEET METAL WORKERS; *HEATING; *AIR CONDITIONING; ILLUSTRATIONS; GRADE 11; GRADE 12

This text was developed by vocational instructors for use by students in courses treating heating and air conditioning of family dwellings. It presents fundamental principles and provides for practical progress check through review questions. Major units cover: (1) air conditioning, (2) heating, (3) air motion in ducts, (4) load calculation, (5) measurement of heat transmission, and (6) heat loss calculation. Three appendixes contain "How to Calculate Heat Transmission Factors," "How to Determine Infiltration Heat Loss by the Crackage Method," and sample data collection forms. The teacher should meet state requirements and students should qualify for high school vocational courses. (EM)

VT 007 144
Dixon, Emory H.
Recommendations for Teaching Welding; Setting Up Training Programs and Shops.

Hobart Brothers Technical School, Troy, Ohio
MF AVAILABLE IN VT-ERIC SET.
Hobart Brothers Company, Hobart Square, Troy, Ohio 45373 ($1.50).
Pub Date - 67 77p.

*TEACHING GUIDES; *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *WELDERS; *WELDING; VOCATIONAL AGRICULTURE; SKILLED OCCUPATIONS; STUDENT EVALUATION; EDUCATIONAL FACILITIES; SCHOOL SAFETY; RESOURCE MATERIALS

Developed by a supervisor, teachers, and teacher educators, this curriculum guide has been tested through 40 years of welding school operation and counseling of public, private, industrial and federal scholols. It contains sections on: (1) Status of Welding Training, (2) U.S. Government Welding Training Assistance, (3) Welding Course Outline, (4) Hints for Teachers, (5) Treatment for Eye Arc Burn or Flash, (6) Welding Training Aids, (7) Recommended Films and Sources, (8) Weld Testing and Student Grading, (9) Weld Tests, (10) Recommendations for the School Welding Shop, (11) School Welding Shop Layout, (12) Welding Booth Plan, (13) Arc Welding Work Table Plans, (14) Guided Bend Jig Plans, (15) Hobart Brothers' Educational Services, (16) Request for Quotation, and (17) Statement of Educational Policy. The document may be used by teachers of general competency levels with students in high schools, technical schools, junior colleges or industry. Teachers and architects will also find this document useful in planning welding programs and facilities. Student workbooks and other training aids are desirable for use as supplemental media with this curriculum guide. (DM)

VT 007 177
Basic Electronics 1; Learner's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($3.75).
Pub Date - 68 289p.

*STUDY GUIDES; MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRONICS; GRADE 11; GRADE 12; ADULT VOCATIONAL EDUCATION

This study guide is for student use in pre-employment industrial electronics courses. It was developed by a statewide committee of teachers and supervisors and covers 140 lessons such as (1) History of Electronics and Communications, (2) Voltage, (3) Resistance, (4) Static and Dynamic Tube Characteristics, (5) Combination Circuits, (6) Magnetic Circuits, (7) Voltmeters, (8) Superhet Oscillators and Tuning, (9) Transistor Familiarization, (10) Formation of P and N Type Junctions, (11) Transistor Gain, (12) Common Emitter Circuits, (13) Typical Transistor Application, (14) Power Transistors, and (15) Tetrode Transistors. Each lesson is keyed to a lecture or reference and provides several study questions with additional space for additions by the instructor. This guide was designed for a 1-year course. Related documents which should be used with this manual are an instructor's manual (VT 007 178) and an experiment manual (VT 007 179). (EM)

VT 007 178
Basic Electronics 1; Instructor's Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($4.25).
Pub Date - 67 310p.

CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRONICS; GRADE 11; GRADE 12; ADULT VOCATIONAL EDUCATION

This instructor's manual was developed by a statewide committee of teachers and supervisors for use in pre-employment industrial electronics and tested by subject matter specialists. It contains 140 lesson plans such as (1) History of Electronics and Communications, (2) Resistance, (3) Combination Circuits, (4) Voltmeters, (5) Introduction to Trigonometry, (6) Capacitor Properties, (7) D.C. Motors, (8) Voltage Dividers, (9) Fundamentals of Transformer Coupling, (10) Transmitter Tubes and Bias, (11) TRF Receivers and Heterodyning, (12) Transistor Familiarization, (13) Transistor Gain, (14) Typical Transistor Applications, and (15) Tetrode Transistors. Each lesson plan includes objectives, content outline, prerequisite reveiw items, student activities, references, and teaching aids. This manual was designed for a 1-year course. Related documents which should be used with this manual are a study guide (VT 007 177) and an experiment manual (VT 007 179). (EM)

VT 007 179
Basic Electronics 1; Experiment Manual.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILBLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($4.50).
Pub Date - 68 354p.

*LABORATORY MANUALS; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRONICS; GRADE 11; GRADE 12; ADULT VOCATIONAL EDUCATION; *STUDENT PROJECTS; LABORATORY EXPERIMENTS

This laboratory manual for student use in pre-employment industrial electronics courses was developed by a statewide committee of teachers and supervisors and tested by subject matter specialists. The contents include 140 experiments and exercises such as (1) Shop Organization and Safety, (2) Wire Preparation and Hand Tools, (3) Current Control by Resistance, (4) Series Circuits, (5) Combination Circuits, (6) Meter Movements, (7) Voltmeter Loading Effect, (8) Wheatstone Bridge, (9) Producing Electricity with Magnetism, (10) Charging and Discharging a Capacitor, (11) Parallel RL and RC Circuit Impedance, (12) Fullwave Selenium Rectifier, (13) Tub Tester Operation, (14) Oscillator Familiarization, (15) Trouble-Shooting a Receiver Audio Section, and (16) Multivibrator Circuit. Each experiment sheet provides objectives, apparatus required, and procedural steps. Related documents which should be used with this manual are an instructor's manual (VT 007 178) and a study guide (VT 007 177). (EM)

VT 007 248 ED 023 912
Stoller, Alan
Instructor's Index to U.S. Navy and Air Force Materials for Teaching Basic Electricity. Final Report. Report No. 29.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
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*BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *INSTRUCTIONAL FILMS; *ELECTRICITY

The purpose of this index is to identify U.S. Navy and U.S. Air Force transparencies, films, and manuals which can be used by schools and colleges to teach basic electricity. Materials are classified according to 39 major categories including Electron Theory, Batteries and Battery Connections, D.C. Series Circuits, Network Theorems, Electromagnetism and Magnetic Circuits, Basic Electrical Indicating Instruments, Transformers, A.C. Motors, and Wiring Techniques. Some categories include films produced by other educational agencies or private firms. The six publications, three sources of transparencies, and 34 films classified in this index were selected by representatives of State Departments of Education in Washington, Idaho, Oregon, Colorado, and Utah. The sources have been assigned code numbers, and materials within code categories are listed by code number. (CH)

VT 007 257
Colucci, Leonard
Wheel and Steering Alignment.

Rutgers, The State Univ., New Brunswick, N.J. Vocational-Technical Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($1.50)
Pub Date - Sep68 96p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *AUTO BODY REPAIRMEN; HIGH SCHOOLS; ILLUSTRATIONS; *TEXTBOOKS; ACHIEVEMENT TESTS
*WHEEL ALIGNMENT

This study guide is for student use in courses treating auto wheel and steering alignment. It was developed by auto body instructors for use in high school vocational courses. There are 34 lessons in these units: (1) Shop Orientation, (2) Types of Suspension Systems, (3) Theory of Wheel Alignment, (4) Alignment Equipment, (5) Caster Angle, (6) Camber Angle, (7) Steering Axis Inclination, (8) Toe, (9) Toe-Out on Turns, (10) Tracking, and (11) Tire and Wheel Balance. Each lesson gives objectives, introductory information, and study questions. Illustrations are photographs and line drawings. This material was designed for a one semester course in grades 10-12. (EM)

VT 007 333
Hargett, Y.S.
Large Steam Turbine-Driven Generators.

General Electric Co., Schenectady, N.Y. Large Steam Turbine-Generator Dept.
MF AVAILABLE IN VT-ERIC SET.
GET-3459A
Pub Date - 67 51p.

*RESOURCE MATERIALS; *ELECTRICITY; POWER MECHANICS (SUBJECT); *ELECTRICAL SYSTEMS; *TRADE AND INDUSTRIAL EDUCATION; KINETICS; *ELECTROMECHANICAL TECHNOLOGY
*STEAM TURBINE GENERATORS

This reference is for use by persons interested in basic concepts of design, operation, and maintenance of large steam turbine-driven synchronous generators. Chapter headings are (1) Fundamentals, (2) Design and Manufacture, (3) Operation, (4) Maintenance, and (5) Auxiliary Equipment. Photographs, line drawings and charts illustrate such important concepts as flux plots of two- and four-pole fields, weight to rating ratio, cooling principles, rotor unbalance, and stator connection types. (EM)

VT 007 355
Circuit Interruption and Protection. The Story of Power Circuit Breakers.

General Electric Co., Philadelphia, Pa. Power Circuit Breaker Dept.
MF AVAILABLE IN VT-ERIC SET.
GEA-8500
Pub Date - 67 19p.

*TRADE AND INDUSTRIAL EDUCATION; ELECTRIC CIRCUITS; *ELECTRICAL SYSTEMS; ELECTROMECHANICAL TECHNOLOGY; *
*TECHNOLOGICAL ADVANCEMENT; *RESOURCE MATERIALS; *ELECTRONIC CONTROL; ELECTRICITY
POWER CIRCUIT BREAKERS

This brochure serves as a guide to General Electric's present day high voltage power circuit breakers and associated equipment. A general discussion of the fundemantals of arc interruption is included with supplemental information. This non-technical description should be helpful for a better understanding of the various interrupting media and of the circuit breaker designer's role in creating better and more reliable switch gear equipment. Switch gear is a general term covering switches and interrupting devices plus associated control, metering, protective, and regulatory equipment. Topics covered include: (1) The Arc--Basis for Switching and Protection, (2) How an Arc Starts, (3) Switches and Circuit Breakers, (4) Simple Arc Extinction in Air at Room Temperature, (5) The Air Blast Principle, and (6) The Newest Circuit Breaker Technology. (CH)

VT 007 912
Electronic Assembler. A Suggested Guide for a Training Course.

Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET. OE-87032
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 ($.30).
Pub Date - 69 18p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRONICS; *ASSEMBLY (MANUFACTURING); *ADULT VOCATIONAL EDUCATION
MDTA PROGRAMS; MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS

This curriculum guide is for use by teachers and administrators for course planning in Manpower Development and Training Programs for electronic assemblers. It was prepared by the Division of Vocational and Technical Education at Oklahoma State University. The 15 units are: (1) Introduction to Safety and Shop Policies, (2) Identification of Components, (3) Reading Electronics Drawings, (4) Correct Use of Tools, (5) Fasteners and Fastening Operations, (6) Assembly Techniques, (7) Use of Soldering Irons, (8) Other Soldering Methods, (9) Soldered Joints, (10) Solderless Joints, (11) Insulation of Joints, (12) Cable Techniques, (13) Production Line Techniques, (14) Quality Testing, and (15) Quality Control. Each unit contains objectives, unit outline, suggested laboratory exercises, and references. This guide is for a 6-week course with 66 hours in the classroom and 174 hours in the laboratory. Students should be high school graduates, or the equivalent, and teachers should be occupationally and professionally competent. Supplementary material includes books, equipment, and tool lists. (EM)

VT 007 914
Chambers, W.W.
Vending Machine Repairman. A Suggested Guide for a Training Course.

Ohio State Univ., Columbus, Ohio
Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education
MF AVAILABLE IN VT-ERIC SET. OE-87033
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 (FS 5.287:87033, $.30).
Pub Date - Dec68 20p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *VENDING MACHINE REPAIRMEN; VENDING MACHINES; *ADULT VOCATIONAL EDUCATION; EDUCATIONAL EQUIPMENT

This curriculum guide is for administrator and teacher use in developing course content for training persons at the post-high school level for employment as vending machine repairmen. It was developed by a teacher-educator, and trade and industrial education instructional materials development personnel. The course objectives are to prepare trainees to correctly diagnose malfunctions and to service vending machines through an understanding of the fundamentals of electricity, refrigeration, plumbing, coin and currency devices, and public health and sanitation codes. Typical instructional units are: (1) Refrigeration Principles and Practices, (2) Coin and Currency Services, (3) Principles of Carbon Dioxide Systems, and (4) Cup Dispensing Components. Each of the 11 units is outlined to provide the training time, objectives, and content. The course is designed for 1,875 hours of instruction. The teacher should meet State certification requirements. The students should have a high school education or maturity as needed to profit from training, and a satisfactory score on the General Aptitude Test Battery. Supplementary materials include: (1) suggestions on teaching the course, (2) a list of references and textbooks, and (3) suggested equipment, small tools, supplies, and training facility. (EM)

GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 006 422 ED 023 856
Guide to Structure and Articulation of Occupational Education Programs (Grades 7 through 12 and Post-High School).

Oregon State Dept. of Education, Salem. Div. of Community Colleges and Vocational Education
EDRS PRICE MF-$0.50 HC-$5.55
Pub Date - 68 109p.

GUIDELINES; PROGRAM GUIDES; *VOCATIONAL EDUCATION; *PROGRAM DEVELOPMENT; *ARTICULATION (PROGRAM); JUNIOR HIGH SCHOOLS; *OCCUPATIONAL CLUSTERS; HIGH SCHOOLS; COMMUNITY COLLEGES; CURRICULUM DEVELOPMENT; *CURRICULUM; ADULT VOCATIONAL EDUCATION; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; WORK EXPERIENCE PROGRAMS; SPECIAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; OFFICE OCCUPATIONS EDUCATION; DISTRIBUTIVE EDUCATION; AGRICULTURAL EDUCATION; HOME ECONOMICS EDUCATION; HEALTH OCCUPATIONS EDUCATION; TECHNICAL EDUCATION

Intended as a flexible instrument, this guide suggests approaches for providing (1) meaningful occupational education throughout the junior high and high school structure, (2) opportunities for attaining entry level occupational competency in the secondary education complex, and (3) occupational education at the high school level which is appropriate to continuation beyond high school. On the basis of (1) the adoption of the occupational cluster concept which involves its grouping of occupations with identical or similar skill and knowledge requirements, (2) the implementation of a program of occupational exploration in grades 7 through 10, (3) the availability of adequate guidance and counseling, and (4) the provision of introductory courses at the ninth and 10th grade levels, a pattern of occupational education for secondary schools is suggested and approaches to organization, content, scope, and sequence of 12 cluster-based occupational curriculums are presented. The roles of high school occupational programs are identified as providing specific preparation for those who drop out and those who do not continue beyond high school, and a complementary learning experience to those who continue their occupational education. The alignment of the 12 curriculums with typical community college programs is illustrated, and the development of agriculture education from grade 9 through the community college program is presented schematically. (JK)

VT 006 882 ED 022 928
Rahmlow, Harold F.
A Series of Programmed Instruction Books for Learning Occupationally Oriented Basic Mathematics. Report No. 16 Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.25 HC-$1.15 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 21p.

*CURRICULUM RESEARCH; *MATHEMATICS CURRICULUM; *VOCATIONAL EDUCATION; *PROGRAMED TEXTS; *ARITHMETIC; FUNDAMENTAL CONCEPTS

The purpose of this project was to develop and test a series of programed mathematics textbooks for students who plan to enter clerical, retailing, construction, electronics, food service, child care, or agricultural occupations. Behavioral objectives were derived from an earlier analysis of tasks in these occupational mathematics teachers, identified 21 specific mathematics competencies and constructed a sequential content structure. The structure's major elements were (1) Symbols, (2) Representing Numbers by Letters, (3) Reduction of Fractions, (4) Ratios and Fractions, (5) Addition of Fractions, (6) Subtraction of Fractions, (7) Multiplication of Fractions, (8) Division of Fractions, (9) Concepts of Decimals and Fractions, (10) Addition and Subtraction of Decimals, (11) Multiplication of Decimals, (12) Division of Decimals, (13) Conversion of Fractions into Decimals, (14) Equivalent Forms of A=BC, (15) Solutions of A=BC, (16) Percentage, (17) Commutative Law, (18) Reciprocals, (19) Scientific Notation, (20) Proportions, and (21) Concepts of Number Bases. The 27 programed texts which cover this content are available as VT 006 883-VT 006 909 and VT 006 975. (EM)

VT 006 883 ED 022 929
Rahmlow, Harold F., And Others
Occupational Mathematics; Symbols. Report No. 16-A. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$4.85 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 95p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *SYMBOLS (MATHEMATICS); DIVISION; MULTIPLICATION; *FUNDAMENTAL CONCEPTS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to correctly use = signs and not = signs, symbols representing division such as a/b, and symbols representing multiplication as a x b, a . b, ab, a(b), and (a)(b). The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 884 ED 022 930
Rahmlow, Harold F., And Others
Occupational Mathematics; Representing Numbers by Letters. Report No. 16-B. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.25 HC-$2.70 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 52p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *MATHEMATICAL CONCEPTS; *FUNDAMENTAL CONCEPTS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should know that a letter can represent a number and that algebraic and arithmetic rules of operations apply to letters and numbers. He should be able to make correct numberic substitutions for general literal expressions and construct general formulas that represent simple relationships. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 885 ED 022 931
Rahmlow, Harold F., And Others
Occupational Mathematics; Equivalent Forms. Report No. 16-C. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.95 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 117p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; FUNDAMENTAL CONCEPTS; *NUMBERS

This programed mathematics textbook (Volume I) is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) change integers into equivalent forms, (2) change fractions into equivalent forms, (3) recognize prime numbers up to 20, (4) factor the number 100 into primes, and (5) reduce literal or numeric fractions. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 886 ED 022 932
Rahmlow, Harold F., And Others
Occupational Mathematics; Equivalent Forms. Report No. 16-C. Booklet II. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$6.40 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 126p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; FUNDAMENTAL CONCEPTS; *NUMBERS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) change integers into equivalent forms, (2) change fractions into equivalent forms, (3) recognize prime numbers up to 20, (4) factor the number 100 into primes, and (5) reduce literal or numeric fractions. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 887 ED 023 884
Rahmlow, Harold F., And Others
Occupational Mathematics; Ratios and Fractions. Report No. 16-D. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$3.90 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 76p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; *RATIOS (MATHEMATICS)

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to demonstrate (1) his recognition of fractions of the form a/b where a and b are letters or positive integers less than 100, (2) knowledge of the terms numerator and denominator, (3) how shaded areas of plane figures can be represented by fractions, (4) knowledge of the relationship between a ratio and a fraction, and (5) that competency has been attained by answering four out of five multiple choice test items covering each objective. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 888 ED 022 933
Rahmlow, Harold F., And Others
Occupational Mathematics; Addition of Fractions. Report No. 16-E. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$4.80 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 94p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; *ADDITION

This programed mathematics textbook (Volume I) is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) know that "sum" indicates the operation of addition, (2) add two or three numeric fractions of the form a/b where 0 is less than a/b and when a/b is less than 100, (3) add two or three fractions of the form k/y, where 0 is less than k when k is less than 100 and y is the same literal denominator for all fractions, (4) add two or three literal fractions with the same denominators, and (5) add mixed fractions of the for m Xa/b, where 0 is less than (X, a, and b) and these are less than 100. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 889 ED 022 934
Rahmlow, Harold F., And Others
Occupational Mathematics; Addition of Fractions. Report No. 16-E. Booklet II, Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.45 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 107p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; *ADDITION

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) know that "sum" indicates the operation of addition, (2) add two or three numeric fractions of the form a/b where 0 is less than a/b and when a/b is less than 100, (3) add two or three fractions of the form k/y, where 0 is less than k when k is less than 100 and y is the same literal denominator for all fractions, (4) add two or three literal fractions with the same denominators, and (5) add mixed fractions of the form Xa/b, where 0 is less than (X,a, and b) and these are less than 100. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 890 ED 022 935
Rahmlow, Harold F., And Others
Occupational Mathematics; Subtraction of Fractions. Report No. 16-F. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.15 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 101p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; *SUBTRACTION

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) know that "difference" indicates the operation of subtraction, (2) order any set of fractions, (3) subtract a small fraction of the form a/b where 0 is less than (a,b) when these are less than 100 from a larger fraction with the same denominator, (4) subtract a small fraction of the form a/b, where 0 is less than (a,b) and these are less than 100, from a larger fraction of the same form with unlike denominators, (5) subtract two literal fractions with common denominators, (6) subtract two literal fractions with unlike denominators, and (7) subtract a small mixed number from a larger one of the form Xa/b where 0 is less than (X,a,b) when these are less than 100. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 891 ED 022 936
Rahmlow, Harold F., And Others
Occupational Mathematics; Multiplication of Fractions. Report No. 16-G. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$6.25 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 123p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; *MULTIPLICATION

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should know that the word "product" indicates multiplication and be able to: (1) multiply two or three numeric fractions of the form a/b, where 0 is less than (a,b) when these are less than 100, (2) multiply a numerical fraction of the form a/b, where 0 is less than (a,b) when these are less than 100, by a fraction containing a letter and a positive integer less than 100, (3) multiply two literal fractions of the form a/b, (4) multiply a numeric fraction of the form a/b, where 0 is less than (a,b) and these are less than 100, and (5) multiply two mixed numbers of the form Xa/b where 0 is less than (X,a,b) and these are less than 100. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 892 ED 022 937
Rahmlow, Harold F., And Others
Occupational Mathematics; Division of Fractions. Report No. 16-H. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.35 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 105p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *DIVISION; *FRACTIONS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should know that "quotient" indicates division and be able to: (1) divide a fraction of the form a/b, where 0 is less than (a,b) and these are less than 100, by a positive integer less than 100, (2) divide a fraction of the form a/b by a fraction of the form c/d, where 0 is less than (a,b,c,d) and these are less than 100, (3) divide mixed numbers by mixed numbers of the form Xa/b, where 0 is less than (X,a,b) and these are less than 100, (4) divide literal fractions, and (5) divide any combination of the letters, fractions, integers, and mixed numbers listed above. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 893 ED 022 938
Rahmlow, Harold F., And Others
Occupational Mathematics; Division of Fractions. Report No. 16-H, Booklet II. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.25 OEG-4-7-070031-1626 08
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Pub Date - Jun68 103p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; *DIVISION

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should know that "quotient" indicates division and be able to: (1) divide a fraction of the form a/b, where 0 is less than (a,b) and these are less than 100, by a positive integer less than 100, (2) divide a fraction of the form a/b by a fraction of the form c/d, where 0 is less than (a, b, c, d) and these are less than 100, (3) divide mixed numbers by mixed numbers where the mixed numbers are of the form Xa/b where 0 is less than (X,a,b) and these are less than 100, (4) divide literal fractions, and (5) divide any combination of letters, fractions, integers, and mixed numbers listed above. The material is to be used by individual students under teaching supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 894 ED 023 885
Rahmlow, Harold F., And Others
Occupational Mathematics; Concepts of Decimals and Fractions. Report No. 16-I. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$3.25 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 63p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *DECIMAL FRACTIONS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should know the place value concept for decimals and be able to convert fractions whose denominations are 10, 100, or 1,000 to decimal form and write equivalent forms of integers and decimals by adding or removing zeros. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 895 ED 022 939
Rahmlow, Harold F., And Others
Occupational Mathematics; Addition and Subtraction of Decimals. Report No. 16-J. Final Report.

Washington Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.10 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 100p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *DECIMAL FRACTIONS; *FUNDAMENTAL CONCEPTS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to add and subtract decimal numbers to other decimal numbers and to integers. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 896 ED 022 940
Rahmlow, Harold F., And Others
Occupational Mathematics; Multiplication of Decimals. Report No. 16-K. Final Report.

Washington Univ., Pullman. Dept. of Education
Washington State Coordinating Council of Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$7.70 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 152p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *DECIMAL FRACTIONS; *MULTIPLICATION

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to count decimal places, multiply any two decimal fractions, and round off a product to a given number of decimal places. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 897 ED 022 941
Rahmlow, Harold F., And Others
Occupational Mathematics; Division of Decimals. Report No. 16-L. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$6.65 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 131p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *DECIMAL FRACTIONS; *DIVISION

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to correctly divide decimal fractions. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 898 ED 022 942
Rahmlow, Harold F., And Others
Occupational Mathematics; Division of Decimals. Report No. 16-L. Booklet II. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$4.60 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 90p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *DECIMAL FRACTIONS; *DIVISION

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to perform the division operation when the divisor is a decimal fraction. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 899 ED 022 943
Rahmlow, Harold F., And Others
Occupational Mathematics; Conversion of Fractions into Decimals. Report No. 16-M. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$6.30 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 124p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *COMMON FRACTIONS; *DECIMAL FRACTIONS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to change simple fractions into decimals by writing them as equivalent fractions with their denominator a power of 10 and fractions into decimals by dividing the numerator by the denominator. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 900 ED 022 944
Rahmlow, Harold F., And Others
Occupational Mathematics; Equivalent Forms of A=BC. Report No. 16-N. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$6.05 OEG-4-7-070031-1626 08
BR-7-0031

Pub Date - Jun68 119p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FUNDAMENTAL CONCEPTS; *ALGEBRA

This programed mathematics textbook (Volume I) is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) recognize a correct equation of the type a=bc, where a,b,c are either letters or positive integers less than 100, (2) recognize equivalent statements of the general equation a=bc, when these statements are obtained by replacement, multiplication, or division, (3) select the correct method (replacement, multiplication, or division) for deriving an equivalent statement from an equation of the form a=bc, (4) demonstrate competency in the previous objectives by correctly answering four out of five multiple choice test items covering each objective. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 901 ED 022 945
Rahmlow, Harold F., And Others
Occupational Mathematics; Solutions of A=BC. Report No. 16-O. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.25 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 103p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *ALGEBRA; *FUNDAMENTAL CONCEPTS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to solve equations of the form a=bc for any one letter, given positive integral values for the other two. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 902 ED 022 946
Rahmlow, Harold F., And Others
Occupational Mathematics; Percentage. Report No. 16-P. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.95 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 117p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *PERCENTAGE; *FRACTIONS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) convert to a percentage from a fraction of the form a/b, where 0 is less than (a,b) and these are less than 1,000, (2) convert from a percent to a fraction, (3) convert from a decimal to a percentage, (4) convert from a percent to a decimal, and (5) solve percentage problems of the form A=% x Base for A, %, or Base given the other two factors. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 822-VT 006 909, and VT 006 975. (EM)

VT 006 903 ED 022 947
Rahmlow, Harold F., And Others
Occupational Mathematics; Percentage. Report No. 16-P. Booklet II. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$6.70 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 132p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *PERCENTAGE; *FRACTIONS

This programed mathematics textbook (Volume II) is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) convert to a percentage from a fraction of the form a/b, where 0 is less than (a,b) and these are less than 1,000, (2) convert from a percent to a fraction, (3) convert from a decimal to a percentage, (4) convert from a percent to a decimal, and (5) solve percentage problems of the form a=% x Base for a, %, or Base given the other two factors. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 904 ED 022 948
Rahmlow, Harold F., And Others
Occupational Mathematics; Commutative Law. Report No. 16-Q. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$3.75 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 73p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FUNDAMENTAL CONCEPTS

This programed mathematical textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to correctly use the commutative law of addition and multiplication and should know that it does not hold for subtraction and division. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 905 ED 022 949
Rahmlow, Harold F., And Others
Occupational Mathematics; Reciprocals. Report No. 16-R. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.60 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 110p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FRACTIONS; FUNDAMENTAL CONCEPTS; *RECIPROCALS (MATHEMATICS)

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to write the reciprocal of an integer or a fraction; add the reciprocals of integers; and solve the equation 1/Rt=1/R1+1/R2+1/Rn for Rt. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 906 ED 022 950
Rahmlow, Harold F., And Others
Occupational Mathematics; Scientific Notation. Report No. 16-S. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$6.25 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 123p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *NUMBER CONCEPTS; *SYMBOLS (MATHEMATICS)

This programed mathematics textbook (Volume I) is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should know that a number X having an exponent n means that X is multiplied by itself n times and be able to perform addition, subtraction, multiplication, and division with numbers containing exponents, convert any number into standard scientific notation, convert a number from standard notation into standard decimal notation, and perform addition, subtraction, multiplication, and division using scientific notation. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 907 ED 022 951
Rahmlow, Harold F., And Others
Occupational Mathematics; Scientific Notation. Booklet II. Report No. 16-S. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.50 HC-$5.05 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 99p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *NUMBER CONCEPTS; *SYMBOLS (MATHEMATICS)

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should know that a number X having an exponent n means that X is multiplied by itself n times and be able to perform addition, subtraction, multiplication, and division with numbers containing exponents, convert any number into standard scientific notation, convert a number from standard notation into standard decimal notation, and perform addition, subtraction, multiplication, and division using scientific notation. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 908 ED 022 952
Rahmlow, Harold F., And Others
Occupational Mathematics; Proportions. Report No. 16-T. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington D.C.
EDRS PRICE MF-$0.50 HC-$6.00 OEG-4-7-070031-1626 08
BR-7-0031
Pub Date - Jun68 118p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FUNDAMENTAL CONCEPTS; *RATIOS (MATHEMATICS)

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to distinguish between correct and incorrect proportions, solve a proportion for one unknown quantity when given values for the other three, and solve specific problems involving proportions. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 909 ED 022 953
Rahmlow, Harold F., And Others
Occupational Mathematics; Concepts of Number Bases. Report No. 16-U. Final Report.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C. OEG-4-7-070031-1626 08
EDRS PRICE MF-$0.75 HC-$6.55
BR-7-0031

Pub Date - Jun68 129p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *NUMBER SYSTEMS; *NUMBERS

This programed mathematics textbook is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) change from exponential form to expanded form and vice versa, (2) write a number in the base 10 system in expanded exponential form, (3) write a number in the base two system in expanded exponential form, and (4) convert numbers from base two and base five to base 10. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909, and VT 006 975. (EM)

VT 006 975 ED 022 963
Rahmlow, Harold, And Others
Occupational Mathematics; Equivalent Forms of A=BC. Report No. 16-N, Booklet II.

Washington State Univ., Pullman. Dept. of Education
Washington State Coordinating Council for Occupational Education, Olympia
Office of Education (DHEW), Washington, D.C. OEG-4-7-070031-1626 08
EDRS PRICE MF-$0.75 HC-$6.70
BR-7-0031

Pub Date - Jun68 132p.

*PROGRAMED TEXTS; *ARITHMETIC; *VOCATIONAL EDUCATION; *FUNDAMENTAL CONCEPTS; *ALGEBRA

This programed mathematics textbook (Volume II) is for student use in vocational education courses. It was developed as part of a programed series covering 21 mathematical competencies which were identified by university researchers through task analysis of several occupational clusters. The development of a sequential content structure was also based on these mathematics competencies. After completion of this program the student should be able to: (1) recognize a correct equation of the type a=bc, where a, b, c are either letters or positive integers less than 100, (2) recognize equivalent statements of the general equation a=bc, when these statements are obtained by replacement, multiplication, or division, (3) select the correct method (replacement, multiplication, or division) for deriving an equivalent statement from an equation of the form a=bc, (4) demonstrate competency in the previous objectives by correctly answering four out of five multiple choice test items covering each objective. The material is to be used by individual students under teacher supervision. Twenty-six other programed texts and an introductory volume are available as VT 006 882-VT 006 909. (EM)

VT 007 141
Gaynor, Patricia
Introduction to Vocations for Educable Mentally Retarded; Teachers Guide, for a Model Program.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($.75).
Pub Date - 68 66p.

*PROGRAM GUIDES; *PREVOCATIONAL EDUCATION; OCCUPATIONAL INFORMATION; JUNIOR HIGH SCHOOLS; HIGH SCHOOLS; CURRICULUM GUIDES; *EDUCABLE MENTALLY HANDICAPPED; RESOURCE MATERIALS

This guide is for teacher use in developing and planning a course for educable mentally retarded (intelligence quotient between 50 and 80) in an introduction to vocations in the junior and senior high school. It was developed in an experimental pilot program by the program's coordinator. The content objectives are to broaden the student's understanding of occupational opportunities available to him and to provide guidance in preparing the student for the world of work. Sections include: (1) General Plans for the Program, (2) The Student as a Member of Society and as an Individual, (3) Economic Aspects of Living, (4) Short, Exploratory Units on Occupations and the World of Business, (5) Employment Information, and (6) Related Books, Films, and Filmstrips. The appendix includes forms to be used in gathering and imparting information about and for the student. The time and amount of information included from the guide will be determined by the composition of the class and must be selected at the students' learning level. Special requirements of the teacher will depend upon the needs of the district. (MM)

VT 007 223
List of Training Manuals and Correspondence Courses, Revised Semiannually.

Bureau of Naval Personnel, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVPERS-10061-AA
Pub Date - Oct67 53p.

*BIBLIOGRAPHIES; *TEXTBOOKS; *CORRESPONDENCE COURSES; *ENLISTED MEN; *OFFICER PERSONNEL; MILITARY TRAINING UNITED STATES NAVY

Five hundred seventy-four training manuals, correspondence courses, and extension courses for enlisted and officer personnel published by the Bureau of Naval Personnel are listed. Course descriptions are furnished for those items pertaining to officer personnel while those for enlisted personnel are merely listed alphabetically by title. (EM)

VT 007 291
Directory of Free Films.

Modern Talking Picture Service, Cleveland, Ohio
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Dec67 6p.

*ANNOTATED BIBLIOGRAPHIES; *VOCATIONAL EDUCATION; *INSTRUCTIONAL FILMS; AGRICULTURE; DISTRIBUTIVE EDUCATION; TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL GUIDANCE

This bibliography presents an annotation, a designation of color as opposed to black and white, the running time per film, and an availability statement for 22 free films in the following areas: agriculture, production, distributive education, trade and industrial education, commercial art, electronics, machine trades, and group guidance. (CH)

VT 007 508 ED 025 652
Darcy, Robert L.; Powell, Phillip E.
Manpower Education in a Growing Economy.

Ohio Univ., Athens. Center for Economic Education
Martha Holden Jennings Foundation, Cleveland, Ohio
EDRS PRICE MF-$0.50 HC-$3.65
Division of Research, Ohio University, Athens, Ohio 45701 ($1.00).
Pub Date - Aug68 71p.

MANPOWER DEVELOPMENT; *COURSE DESCRIPTIONS; *CONSUMER EDUCATION; *SECONDARY GRADES; *PREVOCATIONAL EDUCATION; *CURRICULUM DEVELOPMENT; CURRICULUM EVALUATION; VOCATIONAL DEVELOPMENT; EXPERIMENTAL PROGRAMS; HUMAN RESOURCES; *CAREER PLANNING; CAREER OPPORTUNITIES; LABOR MARKET; PROJECT EVALUATION; ECONOMICS; FUNDAMENTAL CONCEPTS

This publication provides an introduction to manpower education and presents a summary report on a 2-year research and curriculum development project for manpower and economic education at the junior high school level. The introduction includes "The Meaning of Manpower Education" and "Major Themes for A Manpower Education Course" which outlines and illustrates 78 important concepts in the course. Objectives of the project were to identify content and placement level, to develop materials and field test them, and to disseminate the results. A text, a teacher manual, and tests of knowledge and attitude changes were developed and tested. The text and manual titled "Manpower and Economic Education" are available from The Interstate Printers and Publishers for $3.50 and $1.50 respectively. Evaluation results indicated a knowledge gain of 39.6 percent for the experimental group and 6.2 percent for the control group while the control group only changed 11 items. (EM)

VT 008 242 ED (see Aug '69 RIE)
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Winter 1968.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$0.75 HC-$8.45
The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 ($2.75).
Pub Date - 69 167p.

*ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, General Vocational and Technical Education, and Other Resources. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Document Reproduction Service (VT 008 450). Others are available from the source identified in the abstract. (EL)

VT 008 450 ED (see Aug '69 RIE)
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Winter 1968.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$41.00 HC NOT AVAILABLE FROM EDRS.
The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 ($2.75).
Pub Date - 68 11,425p.

*INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

Documents announced with VT numbers only in the Winter 1968 issue (VT 008 242) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM) are included in this microfiche set. The microfiche set is arranged in the following sequence: (1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) the author and subject index from AIM, and (3) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (BS)

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VT 006 290 ED 025 612 335
Small Engines Care, Operation, Maintenance and Repair. Volume II.
VT 006 590 335
Electrical Terms--Their Meaning and Use.

AMERICAN ASSOCIATION FOR AGRICULTURAL ENGINEERING AND VOCATIONAL AGRICULTURE, ATHENS. AGRICULTURAL ENGINEERING CENTER
VT 007 633 ED 025 666 340
Development of a Teaching Text of Care, Operation, Maintenance and Repair of Air-Cooled Gasoline Engines.

THE AMERICAN DIETETIC ASSN., CHICAGO, ILL.
VT 006 242 366
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AMERICAN HOSPITAL ASSOCIATION, CHICAGO, ILL.
VT 002 666 360
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AUTOMOTIVE ELECTRIC ASSOCIATION, DETROIT, MICH.
VT 006 633 383
Technical Training Manual, Transistor Ignition Systems.
VT 006 634 383
Training Manual, High Amperage Alternators. (Trucks, Buses, Special Applications, Off the Road Equipment).
VT 006 635 383
Training Manual, Standard Duty Alternators. (Passenger Car and Light Truck).
VT 006 734 383
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BAXEL, GEORGE H.
VT 005 177 381
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VT 000 676 328
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VT 005 018 333
A Reference Unit on Corn.

BICE, GARRY R.
VT 005 265 333
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TECHNOLOGICAL ADVANCEMENT
VT 007 355 386
Circuit Interruption and Protection. The Story of Power Circuit Breakers.

TECHNICAL EDUCATION
VT 000 431 376
Machine Design Technology, A Suggested Two-Year Post-High School Program.
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Data Processing; A Suggested Two-Year Post High School Curriculum. Second Edition.
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Trade, Industrial, Technical Library List.
VT 001 418 380
Course Outline for a Post High School Technical Drafting Program.
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TEST CONSTRUCTION
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Developing and Using Objective Tests. Study Guide 32.

TEXTBOOKS
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An Adaptation of the USDA Soil Conservation Service Technical Guide.
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Wheel and Steering Alignment.
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VT 008 104 345
Trees for Landscaping. Identification Culture Use.

TEXTBOOK PREPARATION
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Development of a Teaching Text of Care, Operation, Maintenance and Repair of Air-Cooled Gasoline Engines.

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How to Use Taps, Dies and High Speed Steel Drills.

TRADE AND INDUSTRIAL EDUCATION
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VT 000 431 376
Machine Design Technology, A Suggested Two-Year Post-High School Program.
VT 000 550 376
Bricklaying Vocational Training, Instructor's Guide.

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VT 000 706 376
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Electric Lineman, Learner's Manual - Series 200.
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Electric Lineman, Learner's Manual - Series 300.
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Electric Lineman, Learner's Manual - Series 400.
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Technical Aids for Small Business. Annual No. 1.
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Technical Aids for Small Business. Annual No. 2.
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Technical Training Manual, Transistor Ignition Systems.

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Visualizing Agricultural Credit, A Supplement to "Agricultural Credit", Resource Unit.

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Directory of Home Economics Transparencies and Originals Available for Purchase.
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VT 007 023 356
Working with People Retailing Instructional System. Final Report, No. 26, IX-B. You Are a Personality.
VT 007 024 356
Working with People Retailing Instructional System. Final Report, No. 26, IX-E. Communicating With Others.

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SOURCE LIST[1]

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State Department of Education
P.O. Box 2847
University, Alabama 35486

ALASKA
Division of Vocational Education
State Department of Education
Pouch F
Juneau, Alaska 99801

ARIZONA
Arizona Association
Future Homemakers of America
412 State Building
Phoenix, Arizona 85007

CALIFORNIA
Adult Division
Modesto Junior College
Modesto, California 95350

Bureau of Industrial Education
California State Department of
Education
721 Capitol Mall
Sacramento, California 95814

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Sacramento, California 95814

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Fresno, California 93726

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Denver, Colorado 80202

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Denver, Colorado 80203

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ILLINOIS
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620 North Michigan Avenue
Chicago, Illinois 60611

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Northern Illinois University
DeKalb, Illinois 60115

Department of General Engineering
University of Illinois
Urbana, Illinois 61801

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University of Illinois
357 Education Building
Urbana, Illinois 61803

Farm Electrification Council
Box 1008
Oakbrook, Illinois 60523

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Danville, Illinois 61832

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Terre Haute, Indiana 47809

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Vocational Instructional Materials
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School of Technology
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Terre Haute, Indiana 47809

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[1] A cumulative list of instructional laboratories and agencies that have printed copies of materials for sale.

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State Department of Education
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103 Industrial Education Building
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Department of Vocational Education
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139 South Castillo Street
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Athens, Ohio 45701

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University
College Station, Texas 77843

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Division of Extension
The University of Texas
Austin, Texas 78712

Instructional Materials Laboratory
Distributive Education Department
Division of Extension
The University of Texas
Austin, Texas 78712

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Richmond, Virginia 23216

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Future Farmers Supply Service
Alexandria, Virginia 22306

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2	The Demand for and Selected Sources of Teachers in Vocational and Technical Education:, State Director Survey. January 1967. 31 + 51 p.	o	ED 012 331 Dec. '67 RIE
3	Research and Development Priorities in Technical Education. May 1967, A Report of a National Research Planning Conference in Technical Education, January 10-11, 1967. 34 p.	o	ED 013 888 Mar. '68 RIE
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3	Guidelines for State Supervisors of Office Occupations Education. Report of a National Clinic, May 24-27, 1965, Pick-Fort Hayes Hotel, Columbus, Ohio. 1965. 84 p.	o	VT 001 266
4	National Vocational-Technical Education Seminar on the Development and Coordination of Research by State Research Coordinating Units. 1966. 72 p.	o	ED 011 042 Aug. '67 RIE
5	A Report of the Business and Office Education Research Planning Conference. The Proceedings, Synthesis, Recommended Research Projects, and Papers. 1966. 116 p.	o	ED 013 304 Feb. '68 RIE
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